

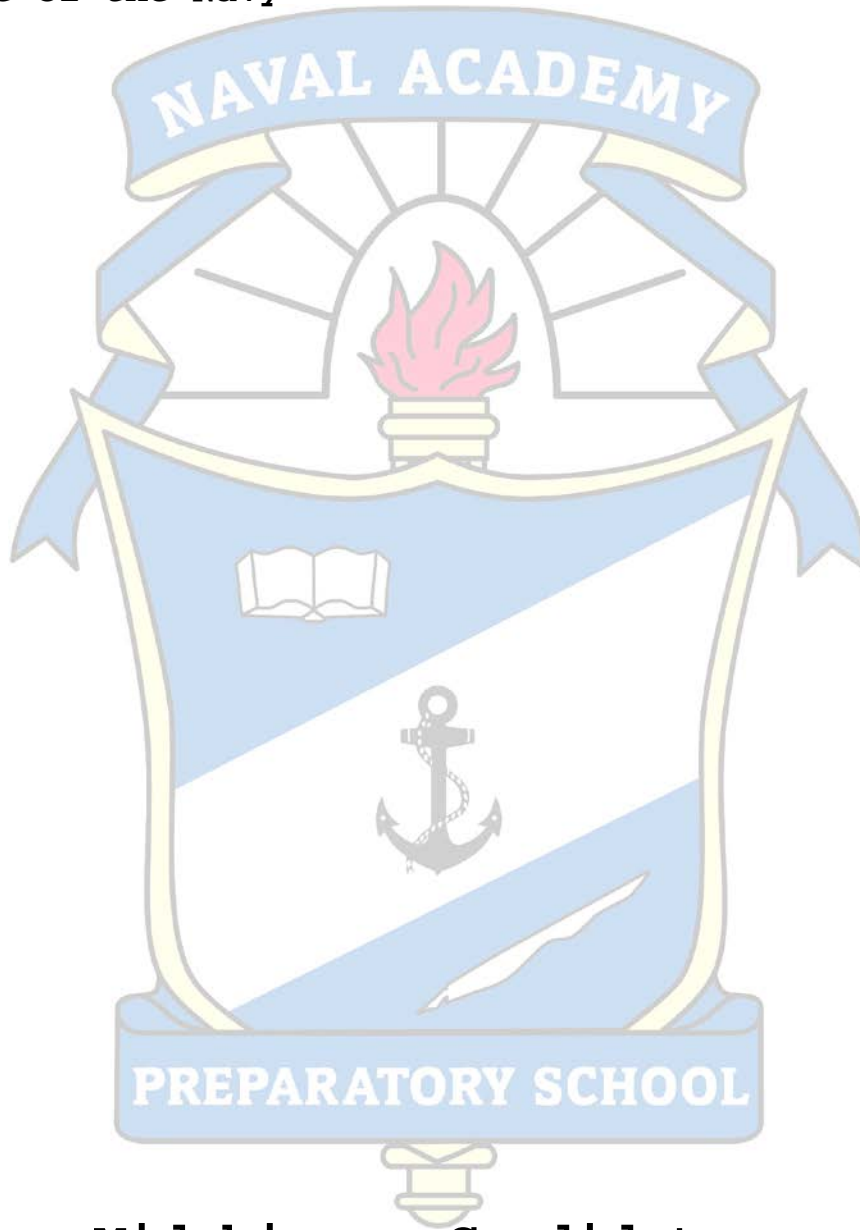
# Naval Academy Prep School Midshipman Candidate Regulations

NEWPORT, R.I., NAPSINST 5400.1B

20 JULY 2016

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Department of the Navy



Midshipman Candidate  
Regulations

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## DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL  
440 MEYERKORD AVENUE  
NEWPORT, RI 02841-1519

NAPSINST 5400.1B

N00

20 Jul 16

### NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5400.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: ISSUANCE OF MIDSHIPMAN CANDIDATE REGULATIONS FOR THE NAVAL  
ACADEMY PREPARATORY SCHOOL

1. Purpose. To promulgate regulations in order to provide Midshipman Candidates guidelines for their compliance while assigned to the Naval Academy Preparatory School (NAPS).
2. Cancellation. NAPSINST 5400.1A is hereby cancelled.
3. Scope. This manual is primarily limited to matters of internal organization, it shall in no way be construed as contravening, altering, or amending the provisions of naval regulations or directives of higher authority.
4. Compliance. A thorough knowledge of this manual by staff personnel and Midshipman Candidates is essential to the proper understanding of responsibilities and execution of duties.
5. Custody. The Battalion Officer (BATTO) is designated as the custodian of this manual. BATTO is responsible for distribution, inventory, and revisions of this instruction. The BATTO shall ensure the most recent version of this instruction is made available to each Midshipman Candidate and all staff personnel at NAPS.
6. Changes and Additions. Changes and additions will be issued as required. Personnel in custody of printed copies of this manual are responsible for entering such changes upon receipt. Record entries on the "Record of Changes" page contained in each manual. Company Officers are responsible for ensuring Midshipman Candidates are aware of any changes made to this instruction.
7. Professionalism and Judgment. This regulation provides a basis for the good order and discipline expected at NAPS. However, rules and regulations are not intended to cover every situation. Midshipman Candidates must always use mature and responsible judgment in situations not specifically addressed. No manual or set of regulations will ever substitute for prudent, sound judgment. Failure to abide by these regulations, or, in their absence, to exercise good judgment, will bring discredit on you, NAPS, and the Naval Service.



M. D. DOHERTY

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RECORD OF CHANGES

IDENTIFICATION OF CORRECTION OR CHANGE	DATE OF CHANGE	DATE OF ENTRY	ENTERED BY

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## CHAPTER 1

### MISSION, ORGANIZATION, AND ADMINISTRATION

#### 101. MISSION OF THE NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

***"To enhance Midshipman Candidates' moral, mental, and physical foundations to prepare them for success at the United States Naval Academy."***

102. ATTRIBUTES. We will accomplish our mission by graduating Midshipman Candidates who are prepared to succeed at the Naval Academy. Our graduates will:

a. Demonstrate enhanced literacy in the core curriculum subjects of Chemistry, English, Mathematics and Physics

b. Develop the fundamentals of problem solving and critical thinking skills

c. Possess time management and learning skills

d. Be familiar with military regimen and committed to the core values of the naval service

e. Value integrity and approach challenges with courage and perseverance

f. Contribute to a team, be willing to serve as role models, and assume the responsibilities of leadership

g. Demonstrate physical fitness and be prepared to meet the physical standards of the Naval Academy.

103. GENERAL. Midshipman Candidates at NAPS serve as enlisted members in the armed forces of the United States. As such, they are required to meet basic military standards. The information required to meet these requirements is provided in this instruction. It is the responsibility of every Midshipman Candidate to read, understand, and comply with the provisions outlined herein.

104. CHAIN OF COMMAND. Midshipman Candidates will adhere to the military chain of command in all but academic and athletic matters, where the academic and athletic chains of command shall apply.

a. Military

President of the United States

Secretary of Defense

Secretary of the Navy

Chief of Naval Operations

Superintendent, United States Naval Academy

Commanding Officer, Naval Academy Preparatory School  
Executive Officer/Battalion Officer  
Company Officer  
Senior Enlisted Leader (SEL)

- b. Academic  
Commanding Officer  
Executive Officer  
Academic Dean  
Academic Supervisors  
Professor/Instructor
- c. Athletic  
Commanding Officer  
Executive Officer  
Athletic Director  
Coach/Trainer/Physical Education Supervisor

105. STAFF OFFICER SUPERVISION. Officer and staff personnel assigned to NAPS are responsible for ensuring Midshipman Candidates adhere to and conduct themselves in accordance with this instruction. This does not absolve Midshipman Candidates from policing themselves or holding one another accountable to the regulations.

a. The Battalion Officer represents the Commanding Officer in matters pertaining to the morale, training, and organization of the NAPS Battalion. He/she is responsible for the overall conduct and discipline of the Midshipman Candidates and the administration and operation of the NAPS Battalion.

106. MIDSHIPMAN CANDIDATE BATTALION ORGANIZATION/RESPONSIBILITIES

a. General. The Midshipman Candidate Battalion Commander and Midshipman Candidate Officers (stripers) are appointed to supervise the daily operations of the battalion. Stripers normally serve for one marking period, but may be relieved or extended at the discretion of the Battalion Officer. Selection is based upon a combination of factors including military performance, academic achievement, and physical fitness. Minimum criteria for consideration follows:

(1) Term Quality Point Average (TQPA); the most recent MTQPA or MPQPA, (see paragraph 805.e), and minimum Cumulative Quality Point Average (CQPA) of 2.2.

(2) Meet the minimum requirements of the Midshipman Candidate Physical Readiness Test (PRT) for the Naval Academy.

(3) Possess a grade of "A" or "B" in conduct for the last marking period.

(4) Exceptions to above standards require Battalion Officer approval.

b. Battalion Candidate Staff. Battalion level Midshipman Candidate staff shall report to their assigned NAPS Company Officers for the proper performance of their duties.

(1) Battalion Commander. The Battalion Commander is the senior striper and reports directly to his/her assigned Company Officer. The Battalion Commander is responsible for ensuring the battalion executes the Plan of the Day (POD). The Battalion Commander is responsible for all matters relating to personnel accountability and compliance with regulations for all Midshipman Candidates in the battalion.

(2) Battalion Executive Officer. The Battalion Executive Officer acts as the Battalion Commander when required and reports to the Battalion Commander. The Battalion Executive Officer (BXO) will be responsible for battalion administration and assists the Battalion Commander in enforcing the regulations for all Midshipman Candidates in the battalion. The BXO is responsible for the promulgation and execution of the nightly Taps Sheets.

(3) Battalion Master at Arms. The Battalion Master at Arms (BMAA) coordinates the cleaning and maintenance of Ripley Hall's common spaces. The BMAA is responsible for promptly reporting all physical security discrepancies existing in NAPS buildings and assists the Battalion Commander in enforcing all regulations for all Midshipman Candidates in the battalion. Additional duties and responsibilities are as follows:

(a) Coordinate with the NAPS Drill Instructor and Supply clerk concerning the issuing and storage of all cleaning supplies as well as the issuing of linens.

(b) Record all material discrepancies within the battalion and make report to the NAPS Drill Instructor and the 1<sup>st</sup> Lieutenant Shop.

(c) Verify cleanliness of company cleaning gear lockers, and associated equipment.

c. Company Staff. Company stripers are responsible to their respective Company Officer/SEL for the proper performance of their duties.

(1) Company Commander. The Company Commander is the senior striper in his/her company. The Company Commander is responsible to the Company Officer/SEL for the personnel accountability, conduct, operation, appearance of the company, and regulation compliance by all Midshipman Candidates in the company.

(2) Company Executive Officer. The Company Executive Officer will assume the duties of the Company Commander in his/her absence,

supervise the company staff, and report to the Company Commander on all administrative matters within the company. He/She will be responsible for ensuring all company medical/dental appointments are kept and duty status chits are submitted to the SEL and returned to individual Midshipman Candidates. He/She will review his/her respective platoons' watchbills prior to submission for approval. Additionally, the Company Executive Officer will assist the Company Commander in enforcing all regulations for all Midshipman Candidates in the company.

(3) Company Master-at-Arms. The Company Master-at-Arms (MAA) coordinates the cleaning and maintenance of the company area. The MAA is the physical security manager for his/her respective company. The Company MAA assists the Company Commander in enforcing all regulations for all Midshipman Candidates in the company. Additional duties and responsibilities are as follows:

(a) Coordinate with the Battalion MAA concerning the issuing and storage of all cleaning supplies as well as the issuing of linens

(b) Record all material discrepancies within respective company area and make reports to the Battalion MAA

(c) Responsible for the retrieval, storage and issuing of paper and toner for company printers

(d) Keep respective company's cleaning gear locker organized, supplied and clean

(e) Keep respective company's vacuum(s) and floor buffer(s) clean and in good working order

(4) Company Recycling Officer. The Company Recycling Officer is responsible for the supervision of the daily trash collection, coordinating battalion wide "clean-ups", and providing educational instruction on proper recycling.

(5) Platoon Commander. The Platoon Commander is the senior striker in the platoon and answers to his/her respective Company Commander/Company Executive Officer for all matters relating to personnel accountability and compliance with regulations for Midshipman Candidates in the platoon.

(6) Platoon Executive Officer. The Platoon Executive Officer (XO) acts in the same capacity and performs the same duties as the Company Executive Officer, at the platoon level. The Platoon XO is responsible for organizing and maintaining his/her respective platoon bulletin board, liberty log, and assists the Platoon Commander in enforcing all regulations for all Midshipman Candidates in the platoon. In addition, the Platoon Executive Officer will write the platoon watchbill and submit it to the Company Executive Officer.



(7) Squad Leaders. Four Squad Leaders are assigned per platoon. Each Squad Leader reports to his/her respective Platoon Commander on all matters relating to personnel accountability and compliance with regulations for persons within his/her respective squads.

(8) Platoon Master-at-Arms. The Platoon Master-at-Arms (MAA) coordinates the cleaning and maintenance of the platoon area. The MAA is the physical security manager for his/her respective platoon area. The Platoon MAA assists the Platoon Commander in enforcing all regulations for all Midshipman Candidates in their platoon. Additional duties and responsibilities are as follows:

(a) Coordinate with the respective Company MAA concerning the issuing and storage of all cleaning supplies as well as the issuing of linens

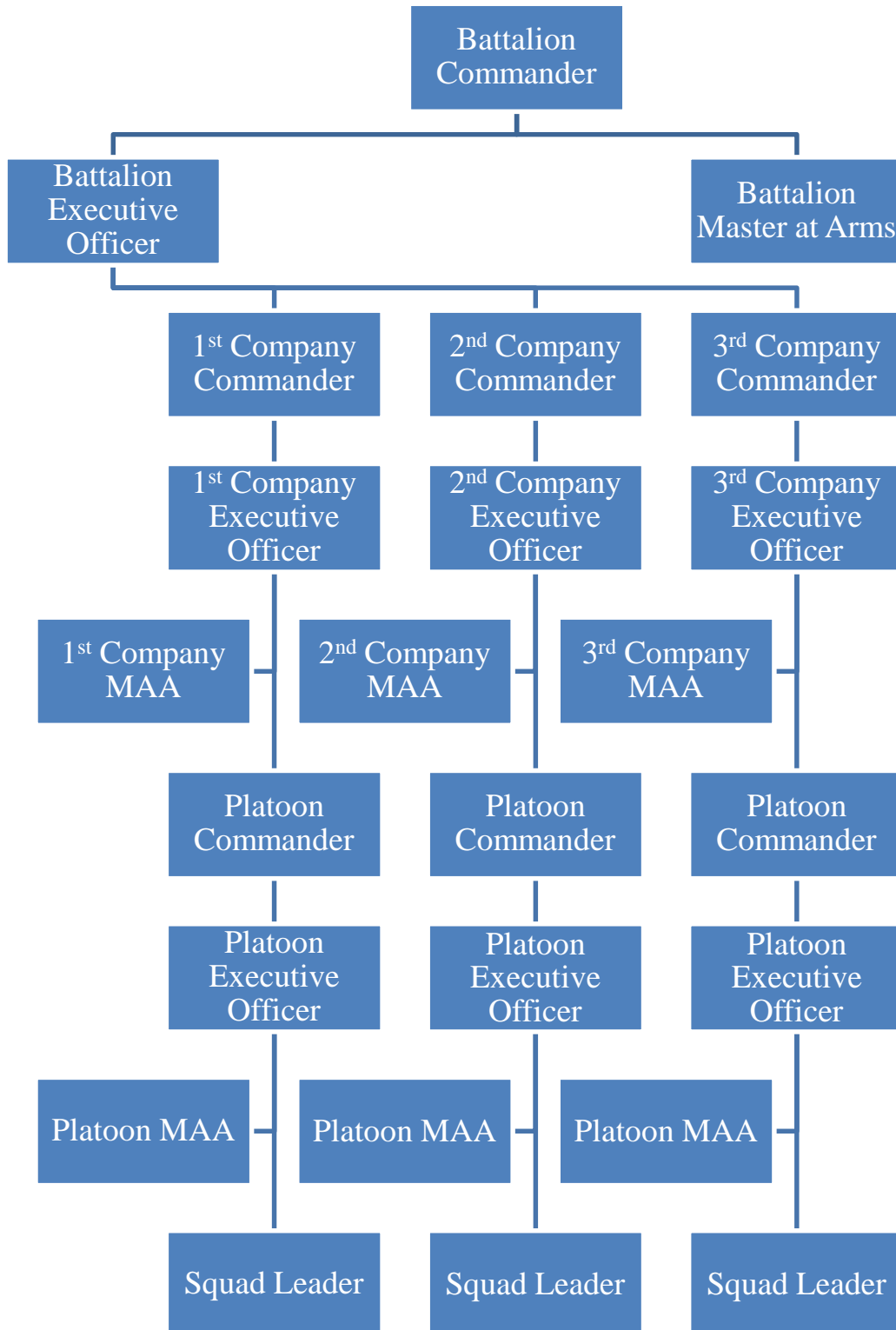
(b) Record all material discrepancies within respective platoon area and make reports to the Company MAA

(c) Assist respective Company MAA in keeping the cleaning gear locker organized, supplied and clean

(9) Platoon Mail Officer. There will be two Mail Officers per platoon. The Mail Officers are responsible for the daily pick-up and distribution of mail for personnel in their respective platoon. This is a yearlong position.

(10) All Midshipman Candidates. All Midshipman Candidates are responsible for holding themselves and their classmates to the standards dictated by the regulations.

NAPS Battalion Chain of Command



107. DAILY BATTLE RHYTHM. Changes to daily routine will be promulgated by the Plan of the Day.

1) Monday – Thursday		3) Saturday <sup>3</sup>	
Reveille	0600	Morning Meal	0600-0800
Restriction Muster	0600	Restriction Muster	0600
Remedial Swim (M, W)	0600-0700	Tours	0645-0745
Doors Open	NLT 0630	Duty Section Muster	0800
Morning Meal	0615-0715	Field Day	0815
Clean-up	0645-0715	Study or other activities	0900-1100
Morning Formation	0725	Restriction Muster	1030
Classes	0740-1135	Noon Meal	1100-1300
Noon Formation	1145	Liberty Call (CDO Discretion)	TBD
Noon Meal	1145-1225	Restricted Personnel NEX Time	1230-1330
Classes	1250-1405	Duty Section Muster	1300
Extra Instruction	1410-1530	Restriction Muster	1400
Duty Platoon Muster/Restriction muster/Clean up	1530-1630	Restricted Personnel PT Time	1415-1615
Sports Period	1545-1730	Restriction Muster	1630
Remedial PT (M, W)	1530-1730	Evening Meal	1645-1830
Evening Clean up	1700-1745	Restriction Muster	1830
Evening Meal	1745-1830	Duty Section/Restriction Muster	2000
Bible Study (TBD by Chaplain)	TBD	Restriction Muster	2200
Weekday Liberty Call (MP2-MP3) <sup>2</sup>	1800	Liberty Expires/TAPS Sheets	2345
Duty Platoon/Restriction Muster	1845	Lights-out/Taps	2359
Evening Study	1900-2145	<b>4) Sunday</b>	
Liberty Expires (If applicable)	2145	Morning Meal	0600-0800
Duty Platoon Muster/Restriction Muster	2145	Restriction Muster	0600
Personal Time	2145-2215	Tours	0645-0745
Lights-out/Taps1	2215	Noon Meal	1100-1300
<b>2) Friday</b>		Restriction Muster	1300
Reveille	0600	Remedial PT <sup>2</sup>	1400-1600
Restriction Muster	0600	Liberty expires for those on ACP	1430
Remedial Swim	0600-0700	Academic Probation Study Period	1500-1700
Morning Meal	0615-0645	Duty Platoon/Restriction Muster	1530-1630
Battalion PT	0725-0830	Evening Meal	1645-1800
Class	0910-1115	Restriction Muster	1745
Noon Meal	1120-1215	Evening Clean-up	1800-1900
Class	1220-1425	Liberty Expires	1830
Military Instruction/Extra Instruction	1430-1530	Evening Study	1900-2145
Sports Period/Remedial PT	1530-1730	Restriction Muster	2130
Evening Meal	1730-1830	Personal Time	2145-2215
Liberty Call	1800	Taps Sheets	2200
Restriction Muster	1845	Lights-out/Taps	2215
Duty Section Muster	2000	<b>5) Snow Day<sup>4</sup></b>	
Restriction Muster	2200	<sup>3</sup> Holidays for Restricted Personnel: During holiday periods, Restricted personnel will follow Saturday schedule unless CO determines otherwise.	
Liberty Expires (If applicable)	2345		
Lights-out/Taps	2359	<sup>4</sup> Snow Day Routine: As directed. Refer to section 804 for academic schedule including flex day, test day, and delay schedules. See NAPS CDO instruction for duties and responsibilities. *ACP= Academic Probation	
<sup>1</sup> Midshipman Candidates have the option to choose an earlier Taps time beginning at 2200.			
<sup>2</sup> Midshipman Candidates on Remedial PT are required to log two hours at physical training during their liberty on Saturday or Sunday.			

a. Meals. Exact meal schedules for the battalion will be published in the POD.

b. Formations/Musters. Formations and musters are mandatory for all Midshipman Candidates. The Midshipman Candidate Battalion Commander will report the results of all musters directly to the Company Officer during normal working hours and to the Command Duty Officer (CDO) after normal working hours. The CO, XO, CDO(s) and Ripley Hall staff may call musters at their discretion.

(1) Reveille. Reveille for all hands may be called at any time by the Commanding Officer, Battalion Officer, or the CDO as directed. Authorization to leave Ripley Hall prior to 0600 (i.e., exercise), must be granted by either a special request chit or movement order.

(2) Morning Formation. Morning formation will be held on weekdays in accordance with the daily battle rhythm. In case of inclement weather, formation may be held indoors. Accountability will be taken by platoon and company staff and routed through battalion staff to the Company Officers. Battalion staff will pass word to the battalion via the Company Commanders. Midshipman Candidates will muster inspection-ready (i.e., proper haircut, clean shaven), and in the Uniform of the Day (UD), after which Midshipman Candidates will proceed to Perry Hall for class. Midshipman Candidate rooms will also be inspection ready by morning formation.

(3) On-line Musters. Online musters are normally conducted in accordance with the daily battle rhythm in the respective platoon areas. **Midshipman Candidates must be physically outside of their respective rooms in front of their doors in either the UOD or prescribed uniform (i.e., NAPS PE Gear).** Accountability will be taken by squad leaders and passed up the chain of command. Stripers are not authorized to change the times for online musters. **For the "liberty expiration online muster," Midshipman Candidates are not authorized to leave Ripley Hall after being accounted for, unless authorized by the CDO.**

c. Taps. All Midshipman Candidates will sign a Platoon TAPS Sheet NLT 2200 every evening. Midshipman Candidates must sign the TAPS Sheet for themselves. It will be posted outside the Platoon Commander's door from 2100 - 2200 and turned in to the Company Commanders and then up the chain of command to the Battalion Commander. The Battalion Commander will provide all 6 TAPS Sheets to the Command Duty Officer NLT 2215. Midshipman Candidate watch standers are responsible for maintaining silence about the decks and maintaining accountability for their platoon from taps to reveille. **Unless he/she is on watch, Midshipman Candidates are NOT allowed outside their rooms between taps and reveille, unless approved by movement order, request chit or delineated in the Plan of the Day.**

d. Late Lights Chits. Late lights chits will be granted by submitting a special request chit to their Company Officer or SEL. Once approved, late lights chits will be posted on room doors. In unusual circumstances, the NAPS CDO can approve a late lights chit.

108. ADMINISTRATIVE POLICIES

a. Authorized Absence. The following are authorized absences: movement orders, sick call, medical or dental appointments, and previously approved absences signed-off by the staff chain of command to include but not limited to, the Midshipman Candidates' Company Officer and/or SEL. No Midshipman Candidate will be absent from their appointed place of duty without proper authority. Absence for any reason other than movement orders, sick call (must receive a chit), or medical or dental appointments must be approved by the Company Officer or SEL. If the absence involves missing class, Midshipman Candidates should inform their instructors via e-mail no later than 24 hours prior to missing a class (72 hours if on an approved movement order). If for academic reasons, an instructor feels that missing class would be ill-advised, the instructor will notify the Academic Dean and appropriate Company Officer via the Division Supervisor.

109. MEDICAL TREATMENT

a. Sick-Call Procedure. At 0600 Monday through Friday, Midshipman Candidates requiring medical attention will muster in the Quarterdeck with the BXO, proceed to Ney Hall for morning meal and report to the medical office. An athletic trainer or Corpsman will refer the Midshipman Candidate to the proper facility for treatment. Immediately after being evaluated the Midshipman Candidate must report back to the medical office to report medical status, (i.e., sick-in-quarters, limited/light-duty, medicine requirements, future appointments) and then sign-out.

b. Post sick-call hours, any urgent care required during normal working hours will be screened by a NAPS athletic trainer or Corpsman in the medical office. After working hours, urgent care appointments will be set up through the Command Duty Officer, based on hours of operations of the facilities listed below (subparagraph e). Midshipman Candidates requiring urgent care must muster with sick call on the first business day after the event.

c. All emergency care will be directed to Newport Hospital, 11 Friendship Street, Newport, RI 02840 (401) 846-6400. Midshipman Candidates requiring emergency care must notify their Chain of command, or if unable, the Command Duty Officer, as soon as possible, to report the event and then muster with sick call on the first business day after the event.

d. Any healthcare referral outside of a military healthcare facility must go through Naval Health Clinic New England (NHCNE) Newport Referral Management Office.

(1) Sports Medicine Clinic in the Gym 1801 athletic training room is held 0630 - 0730 and during Sports Period, Monday through Friday. All musculoskeletal injuries including muscle, tendon, ligament, and bone will initially be seen in this clinic. In-season athletes who need treatment/physical therapy will be in the athletic training room Monday through Friday 0630 to 0730.

(2) King Hall Medical Sick-Call is held 0630 - 0800, Monday through Friday. All Midshipman Candidates with an illness Monday through Friday will be referred to this clinic to be evaluated by an independent duty Corpsman, nurse practitioner, or physician.

(3) Naval Health Clinic New England-Newport (NHCNE-NPT) will be utilized for all specialty care and care needed outside the hours of King Hall Medical. The NHCNE-NPT is an appointment only clinic that is open 0730 - 1800, Monday through Friday and 0800 - 1800 on Saturdays. All specialty care appointments will be made by the NAPS Medical Liaison.

(4) Branch Dental Clinic located on NAVSTA Newport will be utilized for all dental care. The dental clinic is open 0700 - 1600, Monday through Friday, and has a dental sick-call clinic at 0700 Monday through Friday. All dental appointments will be made through NAPS Corpsman/Dental Liaison. Midshipman Candidates must sign-in at Gym 1801 athletic training room before going to dental sick-call and sign-out in Gym 1801 athletic training room upon completion of dental visit.

(5) Newport Hospital, 11 Friendship Street Newport, RI 02840 (401) 846-6400, will be utilized for medical care required after normal business hours, holidays, Sundays, and all emergencies.

f. Medical documentation and notification:

(1) Midshipman Candidates that report to sick-call must sign-in and sign-out in NAPS Athletic Training Room in order to be excused from class and to ensure follow-up care.

(2) Sick-in-Quarters (SIQ) procedure. Midshipman Candidates must have three copies of an SIQ chit signed by a medical provider in order to remain in Ripley Hall during required academic, military, or athletic events. One copy is given to your Company Officer/SEL. One copy is placed on the barracks door of the Midshipman Candidate who is SIQ. The final copy is given to the Platoon XO. The Platoon XO will deliver each meal for the day to the SIQ Midshipman Candidate.

(3) Midshipman Candidates who cannot carry out the plan of the day due to a medical reason must be able to provide an SIQ chit, limited-duty chit, or light-duty chit signed by a medical provider to be excused from any academic, military, or athletic event. This includes physical/mental limitations, inability to shave, inability to

wear the uniform of the day, and/or inability to stand watch. Midshipman Candidates must carry the chit at all times.

(4) Midshipman Candidates missing class due to a medical reason will e-mail their instructors to advise the instructor of the absence. If it is not possible for a Midshipman Candidate to send an e-mail message prior to reporting to sick-call, then the Midshipman Candidate should advise the class section leader of the expected absence and send an e-mail to the instructor upon returning from the medical appointment.

(5) Midshipman Candidates will report to NAPS Athletic Training Room immediately after any unscheduled medical/dental visit or at 0630 on the first business day after the visit to report status.

110. SPECIAL REQUEST CHITS (NAVPERS FORM 1336/3). When there is a need for special consideration of any kind, Midshipman Candidates may submit a special request chit through their appropriate chain of command. If the chit involves missing class, it will be routed through the Academic Dean. Special request chits will be processed expeditiously. Negative responses will be routed through the military chain of command to the Commanding Officer, (see Chapter 7, section 703).

111. MOVEMENT ORDERS. Movement orders are military orders authorizing the movement of a Midshipman Candidate or group of Midshipman Candidates from one place of duty to another, excusing the group from the normal Plan of the Day (POD). Movement orders may include athletic events, games and matches as well as volunteer events, where Midshipman Candidates depart the NAPS training area for a specified amount of time. Movement orders shall be submitted by a coach or point of contact, a minimum of 72 hours in advance of the event and are approved by the Battalion Officer. Midshipman Candidates on movement orders must inform their military and academic chains of command, at least 48 hours in advance of the start time. Being absent from an approved movement order is considered an unauthorized absence, (see Chapter 5, sections 505.a and 506.e for regulations concerning movement orders and watch standing, also Chapter 11, section 1105. Figure 11-A provides a sample movement order).

112. STUDY/FREE PERIODS

a. Definitions. The phrase 'free period' refers to a time interval with no scheduled duties. For example, the only requirement between Sports Period and 1900 is dinner; the time not at dinner is a free period. A free period is not liberty.

b. Extra Instruction (EI). The primary purpose of Extra Instruction is for Midshipman Candidates to meet with classroom and supplemental instructors to clarify class discussion, reading and assignments, to receive assistance with homework, to have a conference

about written work, and to prepare more fully for quizzes and examinations. Each day ends with a dedicated EI period. Students on the Superintendent's or Commanding Officer's List may use this as a free period.

c. Sports Period. Sports Period is required to be attended by all Midshipman Candidates. All in-season athletes and all Midshipman Candidates on Remedial PT will use the sports period as directed by their team coach or by the Remedial PT Coordinator. All others may seek additional extra instruction, study or conduct personal business with approval from their Company Officer. Liberty is not authorized.

d. E-mail Account. Midshipman Candidates are required to check their NAPS e-mail account regularly and will use their NAPS address as their primary account for communications within the command. Every student is required to check their e-mail at least once between 1900-2200. Midshipman Candidates will appropriately acknowledge emails receipt from instructors and chain of command. Midshipman Candidates may not change their name unless as a part of a legal name change. Midshipman Candidates may opt to personalize their e-mail with their N-Star picture or their official NAPS portrait.

#### 113. CORRESPONDENCE

a. All correspondence to a military command or agency external to the NAPS will be submitted through the chain of command.

b. Mailing address while attending the Naval Academy Preparatory School is:

MIDSHIPMAN CANDIDATE, INITIALS, SURNAME  
Company \_\_\_\_, Platoon \_\_\_\_  
Naval Academy Preparatory School  
440 Meyerkord Avenue  
Newport, Rhode Island 02841-1519

c. Change of address notifications are the responsibility of the individual Midshipman Candidates. The base post office will not automatically forward a Midshipman Candidate's mail at the completion of the academic year, unless notified to do so. All Midshipman Candidates shall stop their incoming mail 15 days prior to graduation.

#### 114. DISENROLLMENT

a. Voluntary Disenrollment. Midshipman Candidates may request voluntary disenrollment from NAPS after the Indoctrination Training Period is complete.

b. Involuntary Disenrollment. Midshipman Candidates may be involuntarily disenrolled for the following reasons:

- (1) Academic deficiencies



- (2) Honor Concept violations
- (3) Conduct violations
- (4) Medical disqualification
- (5) Unsuitable for military service.

c. In-Lieu of Involuntary Disenrollment. When a Midshipman Candidate, who has an alleged violation of the NAPS Honor Concept or the Performance and Conduct System, admits to the substantial truth of the allegation(s) and requests to voluntarily disenroll rather than allow administrative action to be taken regarding the allegation(s), he/she may forward a request via the chain of command to the Commanding Officer requesting voluntarily disenrollment from NAPS. Such disenrollments may result in a General (Under Honorable Conditions) Discharge, which is a less favorable discharge than an Honorable Discharge. A General (Under Honorable Conditions) Discharge may adversely affect a Midshipman Candidate's rights to certain government entitlements or employment.

d. Action. The following procedures apply for voluntary and involuntary disenrollment:

(1) Voluntary Disenrollment: Midshipman Candidates will report to their SEL to start the process. The characterization of the discharge will generally be an entry level separation (ELS). The Midshipman Candidate will be instructed to file a Request for Disenrollment form and route it through their chain of command beginning with their SEL, then their athletic coach (if the Midshipman Candidate is an athlete), and then to their Company Officer. The Company Officer will then meet with the Midshipman Candidate and set up an interview for them with the Battalion Officer who, will then make recommendations to the Commanding Officer. The Commanding Officer will conduct a final interview with the Midshipman Candidate prior to making his/her decision, a template for disenrollment is included at the end of this chapter.

(2) Involuntary Disenrollment: Midshipman Candidates who are recommended for involuntary disenrollment will be subject to a performance review by the Commanding Officer.

(a) Recommendation for Disenrollment. Upon the conclusion of any performance review board, to include academic and physical readiness, the Commanding Officer will submit a letter of recommendation for disenrollment to the Superintendent, U.S. Naval Academy, for final approval.

(b) Statement of Appeal. A Midshipman Candidate has five days in which to route a statement of appeal of the Commanding Officer's disenrollment recommendation. This statement is not

considered an appeal to the CO's decision, rather a statement in addition to the disenrollment package.

(c) Once final approval is received from the separation authority, the Midshipman Candidate will be removed from the battalion and administratively processed for discharge.

e. Separation Process. The checkout process averages five working days. Midshipman Candidates who are in the separation process must conform to NAPS regulations until such time as their separations are effected and they are discharged from the naval service. Failure to do so will jeopardize the timeliness of the checkout process and could lead to disciplinary action in accordance with the UCMJ.

(1) Once the checkout process begins, the Midshipman Candidate will move to a Transient Room in Ripley Hall or King Hall. The Midshipman Candidate is no longer permitted to attend class, sports practice, or any other extracurricular activities. The priority is to complete the checkout process as soon as possible.

(2) Midshipman Candidates in the separation process will complete the NAPS separation checklist.

(3) A disenrolled Midshipman Candidate with prior enlisted service in the Navy or Marine Corps will be returned to their respective enlisted status and rank. They will be transferred to a fleet unit to fulfill their enlisted obligation.

(4) A disenrolled Midshipman Candidate will not socialize or interact with enrolled Midshipman Candidates.

(5) Upon separation, the Midshipman Candidate is responsible for their personal gear. NAPS will not be held responsible for loss of such gear.

(6) BAF and uniform debts will be settled before Midshipman Candidate is separated.

(7) Final settlement of the Midshipman Candidate's military pay account is arranged when the Certificate of Release or Discharge from Active Duty (DD214), is issued.

(8) Midshipman Candidates who do not receive an appointment to USNA at the end of the year are not subject to the appeal process, because the Superintendent of the United States Naval Academy has already exercised his final authority to make a decision. All requests for reconsideration should be made to the Dean of Admissions, USNA.

**NAVAL ACADEMY PREPARATORY SCHOOL**  
440 MEYERKORD AVENUE  
NEWPORT, RI 02841-1519

figure

REQUEST FOR DISENROLLMENT

---

(NAME)	(RATE)	(ALPHA CODE)	(ENL ATE/EXP DATE)
--------	--------	--------------	--------------------

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(NAME OF PARENT/GUARDIAN)	(RELATIONSHIP)	(FULL ADDRESS)
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1. State the primary reason for requesting disenrollment:  
(reason for DOR, intentions after / use additional sheets if required)

2. Why did you originally apply to USNA?

3. Why did you accept to undergo one year at NAPS?

4. Is there anything that would make you stay at and finish NAPS?

5. What are the three things you liked most about your NAPS  
experience?

6. What are the three things you disliked most about your NAPS experience?

7. What are five pros and five cons to completing your course of instruction at NAPS and moving on to USNA?

8. What would you recommend to best improve NAPS?

8. I understand that in the submission and approval of this request to disenroll, it may preclude my acceptance for admission to any Navy or Marine subsidized officer program (NROTC, NSI, PLC, etc).

9. PRIVACY ACT STATEMENT. Authority to request this information is derived from Title 5, United States Code 301, "Departmental Regulations." The purpose of the requested information is to ascertain a Midshipman Candidate's specific personal reasons for voluntary disenrollment. Completion of question 1 of this form is mandatory. Failure to provide the requested information may result in an inability to process the disenrollment.

---

(SIGNATURE)

DATE \_\_\_\_\_

**SUMMARY/INTERVIEW SHEET**

To be completed by the Company Officer:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Alpha: \_\_\_\_\_ Company: \_\_\_\_\_ Platoon: \_\_\_\_\_ Hometown: \_\_\_\_\_

Unresolved Honor/Conduct cases: ☐ Yes ☐ No. Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Military Performance Summary: Conduct: \_\_\_\_\_ Aptitude: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parental Issues: Are M/Cs parents informed of separation? ☐ Yes ☐ No.

Who informed them? \_\_\_\_\_

Chain of command spoken to parents regarding separation? ☐ Yes ☐ No.

\_\_\_\_\_

Miscellaneous comments: Victim of hazing/abuse? ☐ Yes ☐ No.

Explain: \_\_\_\_\_

\_\_\_\_\_

Has Midshipman Candidate received fair and positive counseling/leadership from chain of command? ☐ Yes ☐ No.

Anything unusual about this case? ☐ Yes ☐ No.

Explain: \_\_\_\_\_

\_\_\_\_\_

What are Midshipman Candidate's future plans? \_\_\_\_\_

\_\_\_\_\_

DATE\_\_\_\_\_

SEL ENDORSEMENT/COMMENTS,

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

COMPANY OFFICER ENDORSEMENT/COMMENTS,

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

COMMAND CHAPLAIN ENDORSEMENT/COMMENTS,

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

ACADEMIC DEAN ENDORSEMENT/COMMENTS,

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

ATHLETIC COACH ENDORSEMENT/COMMENTS,

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

COMMAND SENIOR CHIEF ENDORSEMENT/COMMENTS,

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---

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

BATTALION OFFICER ENDORSEMENT/COMMENTS,

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\_\_\_\_\_  
(SIGNATURE)

DATE\_\_\_\_\_

COMMANDING OFFICER DECISION,

DISENROLL/RETAIN

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\_\_\_\_\_  
(SIGNATURE)

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**CHAPTER 2****UNIFORM REGULATIONS**201. GENERAL GUIDANCE

a. Uniform Appearance. Midshipman Candidates must set and maintain high standards of smartness in uniform appearance. Uniforms shall be kept clean, with all devices and insignia bright and free from tarnish and corrosion.

b. Uniform of the Day (UOD). The Uniform of the Day will be prescribed by the Battalion Officer, according to season, weather conditions and the daily schedule. It will be worn at all times from reveille until the end of the academic day and for all meals in Ney Hall. The UOD is not required during sports period or when in a liberty/leave status.

c. NEX/Commissary/Ney Hall/Base Services. The UOD or proper civilian clothes are always appropriate to be worn in the NEX, Commissary, Galley or other base services (i.e., post office). Clean Physical Education Program (PEP) gear and the full NAPS issued wind suits are authorized.

d. Liberty Uniform. As directed by the Commanding Officer.

e. PEP Gear. PEP Gear consists of clothing issued for participation in PEP during the indoctrination training period.

(1) All Midshipman Candidates will receive the following NAPS-issued gear:

(a) NAPS Athletic shorts

(b) NAPS-logo t-shirts

(c) NAPS Sweatshirt

(d) NAVY Sweatpants

(e) NAPS Wind suit.

(2) Midshipman Candidates are required to wear regulation NAPS-issued athletic or PEP Gear during all sports period.



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(3) Athletic shoes are the only form of approved footwear for PEP gear/wind suit. PEP gear/wind suit is considered a physical training uniform and as such, the wearing of loafers, boots, sandals, etc. is not authorized.

(4) Only NAPS issued t-shirts, sweatshirts, sweatpants, shorts may be worn under PEP gear/track suit. However, during periods of cold weather, warming layers (blue or black in color) may be added underneath the PEP gear/track suit. In addition, a plain black beanie and/or gloves may be worn.

(5) The only authorized uniform for Battalion PT or the Physical Readiness test will be PEP gear, not wind suit, with blue rim NAPS-logo t-shirts.

f. Exceptions to the Uniform of the Day. As follows:

(1) Company Officers/SELs may authorize PEP gear for non-routine events.

(2) Athletic Trainers may authorize individual Midshipman Candidates in a light duty status to wear NAPS wind suit if medical apparatus (cast, brace, bandages) prevent wearing of the UOD.

g. Shower Shoes/Sandals/Slippers. Shower shoes, sandals, slippers, or flip-flops are not authorized as PEP Gear. Sandals are authorized on liberty with approved civilian attire. Company Officers/SELs will determine suitability of authorized civilian footwear. Bare feet are not permitted.

h. Pajama bottoms. Pajama bottoms may not be worn outside of a Midshipman Candidate's own room.

i. Alterations/Wear. Issued uniforms (including NAPS PEP gear), shall not be altered and must be worn properly. Issued uniforms shall be tailored to military standards to provide an appropriate fit.

j. During Study period Midshipman Candidates will wear UOD, PEP gear, or NAPS wind suits with sneakers.

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202. UNIFORM COMPONENTS. The following items are authorized for wear with the Midshipman Candidate uniform while attached to NAPS:

a. Name Tags. All students will wear their standard issue name tag. On the Service Dress Blues (SDB), place name tags on the right front in a position corresponding to ribbons on the left (see figure 2-A). When the Midshipman Candidate is in a restricted status, the "restriction" tag will be centered  $\frac{1}{4}$  inch above name tag. Restriction tag will not be worn in SDBs.



Fig. 2A

b. Collar Devices. NAPS Midshipman Candidates shall wear one "N.A.P.S." device on each collar. Stripers shall wear one "N.A.P.S." device on the left collar and their appropriate rank insignia on the right collar.

(1) On open-collar shirts, Midshipman Candidates shall center all collar devices 1  $\frac{1}{2}$  inches from the tip of the collar point (see figures 2-B and 2-C).

(2) On open collar shirts, all Candidates center insignia one inch from the front and lower edges of the collar and position it with the vertical axis of the insignia along an

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imaginary line bisecting the angle of the collar point (see figure 2-D).

(3) On NAPS Service Dress Blues, devices will be placed one inch from the bottom of the collar, centered. Females will wear devices parallel to the deck (figures 2-E). Males will wear devices parallel to the bottom edge of the collar (figure 2-F).

(4) Stripers will wear collar devices to denote their rank in the Midshipman Candidate chain of command. Midshipman Candidate bars will be worn on the right collar as prescribed below. The number of bars authorized for stripers are as follows:

Battalion Commander	4
Battalion Staff, Company Commander	3
Company Staff, Platoon Commander	2
Platoon Executive Officer	2
Platoon Master at Arms	1
Squad Leaders	1



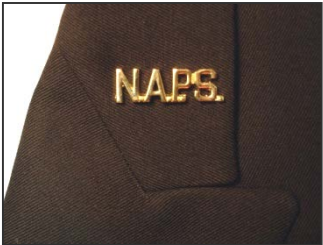
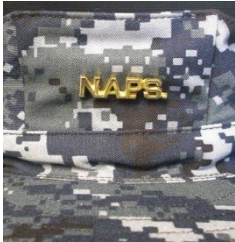


Figure 2-B  
NAPS collar device



Figure 2-C  
Midshipman Candidate rank insignia  
(right collar only)

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<p>Figure 2-D Working Blue Insignia placement</p>	<p>Figure 2-E Female Service Dress Blue</p>
	
<p>Figure 2-F Male Service Dress Blue</p>	<p>Figure 2-G 8-point cover</p>

c. 8-point cover. Midshipman Candidates wear a gold metal "N.A.P.S." pin 1-1/16 inches in length with other dimensions proportionate. Pin the device to the center of the front of cap in an upright position centered top to bottom and side to side (figure 2-G). Covers will be worn squarely on the head, not resting on the ears. The visor will rest just above eye level and parallel to deck.

d. Belt. The belt will be worn through all loops. The loose end of the belt shall extend no farther than three inches past the edge of the belt buckle. Warfare devices and the Marine Corps emblem on belt buckles are not authorized. For uniform inspections, only the issued smooth front buckle is authorized.

(1) Men shall wear the belt with the belt clip end touching the LEFT side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight line.

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(2) Women shall wear the belt with the belt clip end touching the RIGHT side of the buckle. Align the left side of buckle with the opening of the shirt, forming a straight line.

e. Academic Devices

(1) Superintendent's List. Midshipman Candidates achieving this recognition are authorized to wear the NAPS issued "silver star device". Wearing of this academic device is outlined below:

(a) Service Dress Blue (SDB): centered 1/2 inch above "N.A.P.S." collar device on the wearer's collar/lapel

(b) Navy Working Uniform (NWU): centered, 1/4" below top - left breast pocket flap.

(c) Working Uniform: centered, 1/4" below top - left breast pocket flap.

(2) Commanding Officer's List. Midshipman Candidates achieving this recognition are authorized to wear the NAPS issued "gold star device". Wearing of this academic device is outlined below:

(a) Service Dress Blue (SDB): centered 1/2 inch above "N.A.P.S." collar device on the wearer's collar/lapel

(b) Navy Working Uniform (NWU): centered, 1/4" below top - left breast pocket flap.

(c) Working Uniform: centered, 1/4" below top - left breast pocket flap.

f. Warfare Devices

(1) Midshipman Candidates with prior enlisted service in the United States Navy that have achieved this recognition are authorized to wear the device while attending NAPS in the Navy Working Uniform (NWU), Service Dress Blues (SDB), and in the Working Blue Uniform (WB). Wearing of the device is outlined below.

(a) Navy Working Uniform (NWU): When authorized, a maximum of two warfare/qualification insignia may be worn on the NWU. The fabric strip on which they are embroidered will be of the NWU pattern, rectangular/square, and the approximate size of

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the insignia. The primary breast insignia will be worn centered above the flush with the "U.S. NAVY" identification marking on the shirt. Secondary breast insignia will be worn centered on the wearer's left pocket flap.

(b) Service Dress Blues (SDB): The insignia is centered above ribbons or medals with the lower edge of the device 1/4 inch above the top row of ribbons or medals. If a second qualification is applicable, it will be worn 1/4 inch below the bottom row of ribbons or medals.

(c) Working Blues (WB): The insignia is worn centered 1/4" above the left breast pocket. If a second qualification is applicable, it will be worn 1/4" below the top of the left breast pocket.

g. Necktie, Black

(1) Authorized wear. Wear hand tied knotted with a four-in-hand or a Windsor knot. (Note: No clip on ties)

(2) Correct wear. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle. Neckties are worn knotted so a "dimple" is formed in the tie centered just below the knot. The top of the knot is always worn parallel with and slightly above the top of the shirt collar closure hiding the shirt (e.g., shirt will not be visible above the knot). It will be worn with tie clasp, 1 inch below the center of the tie in a horizontal position. Midshipman Candidates shall never loosen their ties or unbutton their top button while in class or in public.

203. LOCATION OF MARKINGS. All articles of PEP gear and uniform items shall be clearly marked with the owner's last name on the inside of the garment.

204. CIVILIAN CLOTHES

a. Wearing civilian clothes is a privilege, not a right. Company Officers/SEs may withhold this privilege at their discretion. When authorized, civilian attire must be appropriate for the occasion, clean, conservative, and present a professional look of an aspiring officer. Examples of inappropriate clothes include, but are not limited to:

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(1) Ripped, frayed, faded, ,extremely tight or extremely baggy jeans and/or pants

(2) Half shirts, belly shirts, tube-tops, strapless tops, low-cut tank-tops

(3) Undergarments showing through or outside of clothing, (including lace tanks and/or tank-bra(s), undershirts and undershirt 'tails')

(4) Shirts with profanity and/or suggestive, offensive material

(5) PEP gear worn improperly.

b. Uniform items and civilian clothes may not be worn together, except for the following items: undergarments, socks, gloves, boots, sweatshirt, track suit jacket and the all-weather coat.

c. Belts will be worn with pants and shorts that have belt loops. Shirts will be tucked into pants.

**d. PEP gear and athletic attire are not authorized for off-base liberty unless conducting physical training.**

205. GROOMING STANDARDS. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle of the "conservative" or "eccentric" grooming standards, the good judgment of leaders at all levels is key to enforcement of the Navy's grooming policy. Therefore, hair/grooming standards while in uniform shall present a neat, professional appearance. The Navy standards are the minimum required; however, prior service Marine Midshipman Candidates are required to maintain Marine Corps standards for personal appearance and grooming, (per MCO P1020.34G w/CH 1-5).

a. Men. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward, not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar or extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of

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hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored or frosted hair are not authorized.

(1) The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro(s), are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line (see Figure 8). "Muttonchops", "Ship's Captain", or similar grooming modes are not authorized.

GROOMING STANDARDS FOR MEN

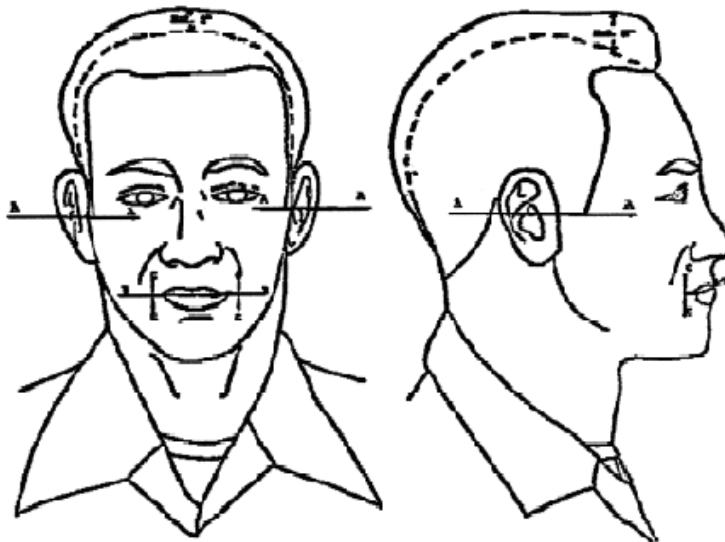


Figure 8

(2) Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A".



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b. Women. Hairstyles and haircuts shall present a professional and balanced appearance. Appropriateness of a hairstyle shall be evaluated by its appearance when headgear is worn.

(1) All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles will not interfere with the proper wearing of headgear, protective masks or equipment. When headgear is worn, hair shall not show from under the front of the headgear. Hair (including bun) is not to protrude from the opening in the back of the ball cap.

(2) Lopsided and extremely asymmetrical hairstyles are not authorized. Angled hairstyles will have no more than a 1-1/2 inch difference between the front and the back length of hair. Layered hairstyles are authorized provided layers present a smooth and graduated appearance.

(3) Hair length, when in uniform, may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, shall be neatly fastened, pinned, or secured to the head. When bangs are worn, they shall not extend below the eyebrows. Hair length shall be sufficient to prevent the scalp from being readily visible (with the exception of documented medical conditions). Hair bulk (minus the bun) as measured from the scalp will not exceed 2 inches (Figure 9). The bulk of the bun shall not exceed 3 inches when measured from the scalp and the diameter of the bun will not exceed 4 inches. Loose ends must be tucked in and secured.

(4) Hair, wigs, or hair extensions/pieces must be of a natural hair color (i.e. blonde, brunette, brown, red, gray, or black). Hair extensions/pieces must match the current color of hair. Wigs, hairpieces and extensions shall be of such quality and fit so as to present a natural appearance and conform to the grooming guidelines listed herein. Tints and highlights shall result in natural hair colors and be similar to the current base color of the hair.

(5) Hairstyles. Hairstyles shall not detract from a professional appearance in uniform. Styles with shaved portions of the scalp (other than the neckline), those with designs cut, braided, or parted into the hair, as well as dyed using unnatural colors are not authorized. The unique quality and texture of curled, waved and straight hair are recognized. All

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hairstyles must minimize scalp exposure. While this list shall not be considered all inclusive, the following hairstyles are authorized.

(a) Three strand braids and two strand braids (also referred to as twists) are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein.

(b) Multiple braids. Multiple braids consist of more than 2 braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid shall be of uniform dimension, small in diameter (no more than 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (e.g., beads, decorative items) shall not be braided into the hair. Multiple braids may be worn loose, or may be pulled straight back into a bun, within the guidelines herein.

(c) Two individual braids. One braid worn on each side of the head, uniform in dimension and no more than one inch in diameter. Each braid extends from the front to back of the head near the lower portion of the hair line (i.e., braids are closer to the top of the ear than the top of the head to prevent interference with wearing of headgear). A single French braid may be worn starting near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.

(d) Corn rows. Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.

(e) Rolls. Two individual rolls, one on each side of the head, must be near the lower portion of the hair line (i.e., rolls are closer to the top of the ear than the top of the head and will not interfere with wearing of headgear). Rolls must be of uniform dimension and no more than one inch in diameter.

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(6) Hair Accessories. When hair accessories are worn, they must be consistent with the hair color. A maximum of two small barrettes, similar to hair color, may be used to secure the hair to the head. Bun accessories (used to form the bun), are authorized if completely concealed. Additional hairpins, bobby pins, small rubber bands, or small thin fabric elastic bands may be used to hold hair in place, if necessary. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward or outward from the head. For example, when using barrettes or hairpins, hair will not extend loosely from the head; when hair is in a bun, all loose ends must be tucked in and secured. Hair accessories shall not present a safety or foreign object damage (FOD) hazard. Hair nets shall not be worn unless authorized for a specific type of duty. Headbands, scrunchies, combs, claws and butterfly clips, are examples of accessories that are not authorized; this list is not to be considered all inclusive.

(7) Unauthorized Hairstyles. While this list shall not be considered all inclusive, the following hairstyles are not authorized: ponytails; pigtails; braids that are widely spaced and/or protrude from the head; and locks. Locks, also called dreads, are fused or coiled strands of hair that cannot easily be combed out.

(8) During PT/Sports Period, hair standards may be relaxed. Long hair may be worn in a ponytail, and other hair restraining devices, such as headbands, may be worn as long as they match hair color.

(9) For further examples of appropriate hairstyles, refer to the following website: [http://www.navy.mil/ah\\_online/um/femalehair.html](http://www.navy.mil/ah_online/um/femalehair.html)

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## GROOMING STANDARDS FOR WOMEN

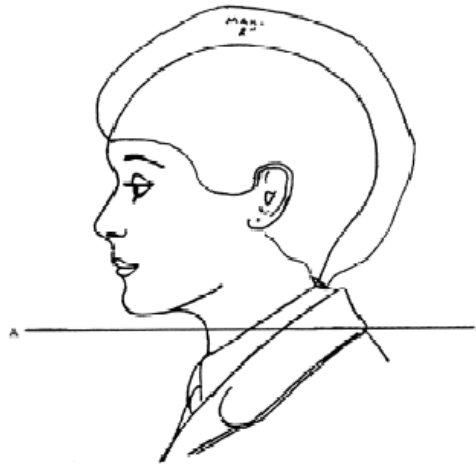


Figure 9

206. PERSONAL APPEARANCE

a. SHAVING. Males shall be clean shaven at all times including on days of leave and liberty. No facial/neck hair is authorized, unless a shaving waiver is approved by the Commanding Officer per BUPERSINST 1000.22B. Individuals with a shaving waiver may not shave, manicure, style, or outline any facial/neck hair or allow it to exceed  $\frac{1}{4}$  inch in length. All shaving waivers must be submitted to medical and company staff, and must be carried by M/C's at all times in uniform.

b. COSMETICS. Females may apply cosmetics in good taste so that colors blend with their natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. False eyelashes shall not be worn when in uniform.

c. FINGERNAILS

(1) Men. Fingernails shall not extend past fingertips. They shall be kept clean.

(2) Women. Fingernails shall not exceed  $\frac{1}{4}$  inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

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d. JEWELRY. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness is not permitted. Jewelry shall not present a safety hazard. Jewelry shall be worn within the following guidelines:

(1) Rings while in uniform. Only one ring per hand is authorized. Rings are not authorized for wear on thumbs.

(2) Earrings. As follows:

(a) Men. Not authorized at any time whether on duty or in liberty status

(b) Women. One earring per ear (centered on earlobe) may be worn. Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte yellow gold finish, screw-on or with posts. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

(3) Necklaces/Choker. While in uniform, only one necklace may be worn and it shall not be visible.

(4) Wristwatch/Bracelets. While in uniform, only one of each may be worn. Plastic bracelets (i.e., "Livestrong" bracelets) are not authorized in uniform, but are acceptable in civilian attire. Ankle bracelets are not authorized while in uniform.

e. TATTOOS/BODY PIERCING. Midshipman Candidates shall not have body alterations, tattoos, body art, brands, body piercings, or dental ornamentation located anywhere on the body that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit on the Naval Service. Tattoos/body art that are obscene, sexually explicit, anti-American, anti-social, and/or advocate discrimination based on sex, race, religious, or ethnic origins are prohibited. In addition, tattoos/body art that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Midshipman Candidates shall:

(1) Route a chit to the Commanding Officer prior to attaining any type of body alterations, tattoos or body art.

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(2) Ensure tattoos/body art are in accordance with USNAINST 6240.10c, to include content, size and location. Tattoos/body art shall not be visible in regulation PT gear.

f. REFLECTIVE BELT. A reflective belt or vest shall be worn at all times for individual and group outdoor PT between sunset and sunrise.

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207. DITTY BAG ISSUE

<u>ITEM</u>	<u>QUANTITY</u>
Body wash	1ea
Pump hand soap 12oz	1ea
Tube of sun block	1ea
Sewing kit	1ea
Shoe polish kit	1ea
Pocket notebook	2ea
Black/white comp book	1ea
Pen black	3ea
Pencils	1pk
Sharpie®	1pk
Notebooks	2ea
Liquid detergent	1ea
Dryer sheets	1ea
Combo locks	2ea
White socks (6pk)	1ea
Wash cloths	2ea
Towels white	2ea
Laundry bag large	1ea
T-shirts (crew neck only)	1ea
Recruit shower shoes	1ea
Water bottle	1ea
Stencil kit	1ea
Watch Cap	1ea
ID Holder	1ea
Toenail clippers	1ea
PFT Blue Shorts	1ea
PFT Blue Reflective Sweat Pants	1ea
Black backpack	1ea
Sea bag (to place items in)	1ea
Reflective Safety belt	1ea
PEP Gear	
Blue Rim t-shirts	8ea
Gym Shorts	3ea
Crewneck Sweatshirt	1ea

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208. SEABAG REQUIREMENTS

<u>ITEM</u>	<u>QUANTITY</u>
Miscellaneous	
Undershirts crew neck, White	3
Undershirts crew neck, Blue	3
Belt buckle, gold anodized	2
Gloves, Black, Leather	1 pr
White Scarf	1
Windsuit	1
National Defense Medal	1
National Defense Mini Medal	1
National Defense Ribbon	1
Footwear	
Shoes, Dress, Black Leather	2 pr
Socks, black dress	6 pr
Boots Rough-out	1 pr
Socks, black boot	3 pr
Outerwear	
All-Weather Coat, Blue	1
Parka and fleece	1
Mock neck sweater	1
Uniform	
Blouse, NWU	1
Trousers, NWU	1
Belt, khaki Cotton w/gold tip	1
Cap, 8 point NWU	1
Gold NAPS device	6
Working Blue Trousers:	2
Working Blue Blouse (short sleeve)	3
Belt, Black	2
Sweater, V-Neck	1
Dress Uniform	
Cap, Combination, White cover, gold band, and M/C device	1
Necktie, Black	1
Bowtie, Black (males)	1
Tie clasp, Gold anodized (males)	1
Jacket (Coat), Service Dress Blue	1
Shirt, White, Dress long sleeves (f)	1
Shirt, White, Dress (m)	1
Slacks, Blue, Dress Unbelted (f)	1
Trousers, Blue, Dress (m)	1
Soft shoulder boards	1 pr
Vinyl Cover	1



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**CHAPTER 3****GENERAL REGULATIONS****301. ALCOHOLIC BEVERAGES**

a. Alcoholic beverages are prohibited in Ripley Hall and the NAPS training environment. NAPS personnel are subject to all NAVSTA Newport regulations regarding the consumption or possession of alcoholic beverages, as well as local and state laws.

b. **Midshipman Candidates under the age of 21 shall not consume alcohol.**

c. Midshipman Candidates who are age 21 or over may consume alcohol, but must conduct themselves in a mature and responsible manner to include:

(1) Compliance with all local and state regulations regarding drinking and driving is required

(2) Supplying, storing or condoning the use of controlled substances by those under the age of 21 is prohibited

(3) Consumption of alcohol within 8 hours of assuming any watch or duty is prohibited

(4) Consumption of alcohol during the academic week (Sunday evening through Friday class day) is prohibited.

302. **BICYCLES**. Bicycles shall not be stored in Midshipman Candidates rooms, but may be kept in the outdoor storage lockers.

303. **ATTENTION ON DECK**. "Attention on deck," will be sounded in Ripley Hall for O-4s and above. In individual rooms of Ripley Hall, Midshipman Candidates will come to attention and provide the appropriate greeting when NAPS military staff enter the room.

**304. CLEANING GEAR**

a. Cleaning gear shall be kept in authorized gear lockers only. Cleaning gear lockers will be clearly labeled and will be kept neat and in good order by direction of the Company Master-at-Arms (MAA).

b. The Battalion MAA will draw gear as directed by the Battalion Drill Instructor at prescribed times and distribute to each company accordingly.

c. Only approved hazardous material (HAZMAT) is to be kept in specifically assigned HAZMAT lockers. A list of approved HAZMAT materials will be located on the door of the HAZMAT locker.

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d. Swabs (properly wrung), are to be stowed in swab racks, only.

e. Cleaning supplies will be properly stored under the sink.

305. COMMERCIAL AGENTS. Midshipman Candidates shall not act as agents for any firm or individual, or engage in any activity involving members of the NAPS battalion from which a personal benefit may be derived.

306. COMPUTER POLICY. All personnel who use the NAPS computer network are monitored. NAPS issued computers are the property of the federal government and are subject to DOD computer use and Information Assurance policies. Failure to abide by the above policies as stated in the NAPS Computer Manual shall result in the suspension of computer privileges and/or administrative action under the NAPS Conduct System or Uniform Code of Military Justice (UCMJ). At a minimum, the following restrictions apply:

a. No user shall make deliberate attempts to alter or interrupt system performance

b. The operating system loaded onto each computer will not be altered or otherwise tampered with

c. Do not upgrade or change the settings in any installed software without explicit consent from the IT Department

d. Users shall not copy publicly available files or programs to their personal catalog/directory, as that is unnecessary use of storage

e. No obscene, pornographic, harassing or illegal material may be viewed, stored, sent or generated via the computer

f. Users shall not forward chain mail and emails must remain professional in nature

g. Computer games will not be loaded or played on any government owned computer. This includes all "Flash" and browser-based games. Users shall not play computer games unless assigned to do so by an instructor.

h. The use of all proxy servers is prohibited

i. The use of flash drives or any external device is prohibited on all NAPS and government computers.

307. DECORATIONS. No posters or pictures shall be attached to the overhead, bulkheads, outside of lockers, desks or racks. The only

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authorized locations for approved pictures are the bulletin boards and the inside of lockers located in each room. No nails or tacks will be hammered into the bulkheads. Framed pictures and appropriate decorations may be placed on top of the desk. Prohibited pictures include, but are not limited to, profane, obscene, and/or suggestive material. NAPS staff will determine the prohibition of such items. Special guidance will be issued for the holidays.

### 308. DOORS

a. Doors are to remain open at all times. The exceptions to this rule include when students are showering, changing, or Sick-In-Quarters (SIQ). When Midshipman Candidates are SIQ, a door may be closed with the appropriate chit displayed on the room door and dead bolt latched to hold door.

b. A name tag will be inserted into the available name tag holders on all room doors. The last name of the room occupants will be placed on this tag. Females will use black name tags and males will use white. Name tags shall be placed on the door to coincide with the occupant's rack arrangement, (name tag on the left side of the door shall identify the Midshipman Candidate sleeping on the port side). A restriction placard will be utilized in place of the name tag in cases where the Midshipman Candidate is in a restricted status.

c. Class schedules and SIQ chits are the only items authorized to be placed on the room door and are required if in SIQ status. Official messages from NAPS staff and watch standers are also authorized.

d. During certain holidays, such as Halloween and Christmas, doors may be authorized for decorations. During those periods, the decorative material must be appropriate and affixed in a tasteful manner.

### 309. ELECTRICAL/SOUND EQUIPMENT

#### a. Radios/Stereos

(1) Clock radios are authorized. Clock alarms will be turned off once reveille has been sounded.

(2) Use of stereos and clock radios are authorized with headphones during study hours, free period, and liberty.

(3) Subwoofers are not authorized.

b. Personal Electronic Gaming Equipment. Portable gaming equipment (i.e., Sony PSP, Nintendo DDS, and Smartphones) and, full gaming systems (Sony PlayStations, Microsoft XBoxes, etc.), are prohibited during MP1. Gaming equipment and games, to include on-

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line/computer based games (on non-NAPS computers only), are authorized during MP2 and MP3 with an approved chit that will be hung inside your wall locker. Devices will only be stored inside your wall locker and only authorized to be used when in a liberty status in the Perry Hall Rec Center.

c. Laptops. Midshipman Candidates are allowed to have a laptop, which will operate independently of the NAPS LAN (to include wireless routers). Wireless internet access in Ripley Hall will only be through a private internet service paid individually by the Midshipman Candidate. Laptops are a privilege to possess and their use will be restricted so as not to interfere with a Midshipman Candidate's performance.

d. Midshipman Candidates are not allowed to install, play video games, or swap out any component of their NAPS-issued computers.

e. Appliances. Only personal hygiene items are authorized for use in rooms. Examples of prohibited items include but are not limited to:

- (1) Microwaves
- (2) Televisions
- (3) Toaster ovens
- (4) Coffee makers
- (5) Blenders
- (6) Hot Plates
- (7) Portable grills.

f. Tablet computer and smart phones. Tablets and other similar devices are authorized; however, they may not be used to transfer data to or from government computers.

g. Cell Phones.

(1) Cell phones are prohibited for use except for the following times: chow (limited to Ripley Hall), sports period, personal time, and liberty.

(2) Cell phones are prohibited in the MARDET and Perry Hall auditoriums, classrooms, and Ney Hall.

(3) Cell phone use is prohibited while in uniform as a pedestrian, including in text mode.

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(4) Cell phone use is prohibited while operating a motor vehicle, personal or government, on or off base. Use is authorized through hands free technologies such as Bluetooth.

h. NAPS staff may confiscate cell phones, tablets, laptops or other personal items and secure them if these become a distraction to a Midshipman Candidate's ability to perform his/her duties.

310. FIRE BILL

a. Midshipman Candidates will be familiar with Ripley Hall and Perry Hall fire bills.

b. Order will be maintained and muster taken during a fire, fire drill, or any other emergency. All Midshipman Candidates will report to Nimitz Field.

c. Firefighting equipment will not be used, except in the event of an actual fire.

d. A copy of the NAPS Fire Bill will remain posted in each platoon bay.

311. FLAMMABLE MATERIAL. Midshipman Candidates will not keep flammable material such as paint, gasoline, lighter fluid, fuel of any kind, candles, incense, air freshener plug-ins, potpourri, etc., in Ripley Hall.

312. MANDATORY MESS. Proper nutrition is important to the health and well-being of all Midshipman Candidates, so attendance at meals in Ney Hall will be mandatory.

313. FOOD

a. Midshipman Candidates are prohibited from cooking food in their rooms. Cooking includes the brewing of coffee, tea, soup, cocoa, etc. All food must be kept in sealable containers. No food will be stored in the window or on the window sill.

b. No food, glassware, or utensils are to be removed from or taken into Ney Hall.

c. Restaurant food delivery to Ripley Hall is only authorized following liberty call on Friday through liberty expiration on Sunday and on holidays.

d. Midshipman Candidates are prohibited from providing restaurant/take-out food to restricted personnel.

314. GAMBLING. Gambling aboard NAVSTA is prohibited.

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315. HAZARDOUS ACTIVITIES. Inherently hazardous activities include skydiving, hang-gliding, automobile racing, bungee jumping, or other activities that, unless properly conducted and supervised, pose significant risk of injury to participants.

a. Midshipman Candidates wishing to participate in what might be considered a hazardous activity during leave or liberty must request permission from the Battalion Officer via the chain-of-command prior to participating in a hazardous activity.

b. Permission is not required for activities sanctioned by the command.

316. HITCHHIKING. Hitchhiking by NAPS personnel is prohibited.

317. HOUSING. Midshipman Candidates may not rent any property while at NAPS.

318. IDENTIFICATION CARDS

a. Upon arrival at NAPS, each Midshipman Candidate will be issued a DOD CAC (Active Armed Forces of the United States Identification Card) which will be carried on his/her person at all times.

b. Military identification cards are a controlled item and must be safeguarded. Altering an identification card or possessing a card belonging to another is punishable under the UCMJ.

c. Midshipman Candidates who lose, misplace or damage their military ID will not be allowed to leave NAVSTA Newport, until the military ID is recovered or replaced. Midshipman Candidates will notify their SEL immediately upon losing his/her military ID and will submit a chit through his/her chain-of-command to be issued a new ID card.

d. Identification Cards will not be surrendered, except to competent military authority, i.e., Military Police, Base Security, and Command Duty Officers. The military ID is to be used for identification purposes only, i.e., picture verification, age, proof of military service, etc.

e. Midshipman Candidates in possession of false identification are in violation of UCMJ and the Honor Concept and will be punished accordingly.

319. KEY CARDS. Key cards for Ripley Hall rooms are controlled items and will not be issued to Midshipman Candidates.

320. LAUNDRY. Soiled laundry will not be kept in bunk drawers. Soiled laundry will be placed in hampers and stowed in the closet. Laundry may be processed in company laundry areas and should not

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interfere with the POD. Washing/drying laundry between taps and reveille is prohibited.

- a. Hampers will not be allowed to overflow.
- b. Unsatisfactory upkeep of laundry will be determined at the discretion of the NAPS staff and can result in a charge within the NAPS Conduct System under room standards.

321. MARCHING IN FORMATION. When marching, Midshipman Candidates will display proper military bearing at all times. It is the responsibility of the individual in charge of the unit to make certain that the formation marches correctly.

- a. Midshipman Candidates in groups of 2 or more will walk in step and maintain proper military bearing.

- b. If marching in formation of squad size groups or larger, Midshipman Candidates will utilize road guards as a precaution to avoid traffic and ensure the safety of the group.

322. MATERIAL CONDITIONS

- a. The Battalion MAA will conduct daily inspections of Ripley Hall common areas. Reports will be submitted to the 1st LT Shop. Additionally, the Company MAA will provide a daily status report of all equipment his/her company is responsible for (washers, dryers, vacuum cleaners, etc.) to the Battalion MAA.

- b. Individual room cleanliness is the responsibility of both personnel assigned to the room.

- c. The quarterdeck, ladder wells, passageways, head and the outside areas surrounding Ripley Hall shall present a neat military appearance at all times. Each company is required to maintain the cleanliness of their laundry rooms, printer rooms, conference rooms, and designated areas. The designated areas shall be cleaned and maintained daily by the duty section and designated Midshipman Candidates.

323. MEDICINES/SUPPLEMENTS. Midshipman Candidates will not have prescription drugs or medicines in their possession unless prescribed by a licensed and authorized medical health care provider. **Drugs or medicines will be locked in the Midshipman Candidate's wall locker and will not be kept past the prescription expiration date.** Any prescription drugs obtained from sources outside the naval medical service must be authorized by the NAPS medical liaison/Athletic Trainer, in writing, prior to consumption/storage.

- a. **There are no government or industry regulations that guarantee the safety or purity of dietary supplements. Manufacturers are not**

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**required to verify the effectiveness of any health claim about their products.** Without Food and Drug Administration oversight, label ingredients are often omitted, wrong, and/or misleading. Dietary supplements may contain impurities harmful to your health and/or substances that are banned by the Department of Defense and NCAA.

b. Because we are unable to ensure the safety, purity, or efficacy of dietary supplements, the Naval Academy Preparatory School strongly discourages using over-the-counter dietary supplements without consultation with Naval Academy dietitians, physicians, or NAPS athletic training staff.

c. For more information on the safety and efficacy of dietary supplements, the Department of Defense created the Human Performance Resource Center. This website can be accessed at the following address: <http://hprc-online.org/>. Additionally, The Natural Medicines Comprehensive Database, which is a searchable database of clinical information on a vast majority of over-the-counter supplements, is available at <http://naturaldatabaseconsumer.therapeuticresearch.com/>.

d. Using any of these products during INDOC is prohibited unless prescribed by NAPS medical personnel.

e. Multivitamins are authorized throughout the year, to include the INDOC period.

#### 324. OFFICE ENTRY/EXIT PROCEDURE

a. Midshipman Candidates will approach all doors in a smart military manner. The Midshipman Candidate will knock and, "Request permission to come aboard." When permission is granted, the Midshipman Candidate will enter the office and move in the most direct route, to a position approximately 3 feet from the desk of the person who authorized entry. The Midshipman Candidate will sound off in either one of two ways:

(1) When reporting as ordered, "Sir/Ma'am, Midshipman Candidate (Last Name) reporting as ordered."

(2) When requesting to speak, "Sir/Ma'am, Midshipman Candidate (Last Name) requests permission to speak."

b. Midshipman Candidates will:

(1) Remain at attention until directed to carry on

(2) When covered, salute and give the proper greeting of the day to the senior military member in that space, whether or not the member is the intended point of contact



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(3) When uncovered, give the proper greeting of the day to the senior military member in that space whether or not the member is the intended point of contact.

c. When requesting to exit an office, the Midshipman Candidate will be at the position of attention and, "Request permission to go ashore." When the senior grants permission to leave, the Midshipman Candidate will answer, "Aye Aye Sir/Ma'am." The Midshipman Candidate will then execute the proper facing movement and exit in the most direct route.

325. PORNOGRAPHY. Pornography in NAPS spaces, vehicles used to transport Midshipman Candidates to NAPS-sanctioned events, or NAPS training areas, is strictly prohibited.

326. SLEEPING. The following guidelines apply:

a. Racks shall be inspection ready from reveille until taps, daily.

b. The wearing of shoes or a uniform while lying in the rack is prohibited

c. Midshipman Candidates are only authorized to occupy their assigned rack

d. Midshipman Candidate's assigned rack is the only authorized place to sleep

e. Sleeping is not authorized during study hours. Sleeping is authorized during free periods. Doors will be open while sleeping any time before taps excluding authorized periods on weekends and holidays.

327. RIPLEY HALL QUARTERDECK. Conduct on the quarterdeck will reflect the decorum, dignity and professional pride of NAPS. Loitering on the quarterdeck is prohibited.

328. SAFETY REGULATIONS

a. Midshipman Candidates shall not:

(1) Visit or patronize any establishment listed as "off limits" to members of the armed services.

(2) Participate in inherently hazardous activities, (see paragraph 315).

(3) Enter any of the bodies of water surrounding NAPS unless sanctioned as part of an official function.

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(4) Sit on windowsills or lean out of open windows of any NAPS building.

(5) Climb on the roofs or ledges of any NAPS building.

(6) Remove screens or inhibitors from the window of any NAPS building.

(7) Connect power cords to items in locked closets.

(8) Keep flammable materials items in their rooms, except authorized cleaning material.

(9) Alter or modify the electrical wiring in any NAPS building.

(10) Wear headphones/earbuds while walking or while conducting physical training on base roads. However, the use of headphones on McCool Track, running trails, and sidewalks is authorized. At any point that you veer off a sidewalk/trail and onto a road or crosswalk, your headphones must be removed during such transition.

b. Midshipman Candidates SHALL:

(1) Enter and depart NAVSTA Newport only through authorized gates.

(2) Enter and depart NAPS buildings only through prescribed doors.

### 329. SMOKING/TOBACCO PRODUCTS/E-CIGARETTES

a. The authorized use area is the smoking pit gazebo adjacent to Perry Hall. It is the responsibility of the tobacco users at NAPS to keep the area policed and clean. The tobacco use area next to King Hall is off-limits to all NAPS students.

b. Tobacco use is not permitted in federal buildings. No tobacco products will be permitted during the initial indoctrination period.

c. Tobacco products and their use are not authorized on any NAPS athletic field.

330. STOLEN PROPERTY. All instances of stolen property will be immediately reported to the Company Officer, SEL, or the CDO. Midshipman Candidates are responsible for the security of their personal items.

### 331. STUDENT LOUNGE

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a. Midshipman Candidates are responsible for the proper care, cleanliness and maintenance of the Midshipman Candidate lounge and all furnishings.

b. Midshipman Candidates are authorized use of the lounge while on leave or liberty.

c. Conference rooms may be used as lounges by members of the platoon responsible for the room. Use of the supplemental instruction room as a lounge is prohibited during study hours.

d. One conference room may be designated per platoon as a platoon coffee mess by the Company Officer/SEL. If so designated, the platoon is responsible for coffee mess management, cleanliness and safety.

332. VALUABLES. Valuables will be placed in the Midshipman Candidate's closet and the lock will be secured whenever the owner is absent. Two combination locks will be provided on arrival.

333. VEHICLES

a. All Midshipman Candidates will notify their respective SEL when initially bringing their vehicles aboard NAVSTA Newport. SELs will require the make, year, model, color, current registration and license number of the vehicle. Each Midshipman Candidate with a vehicle must possess a valid driver's license from the State of Rhode Island or from his/her state of residence. **Midshipman Candidates are not authorized use of personally owned vehicles unless in a liberty status or specifically authorized by the Company Officer/SEL.**

b. Vehicles will be parked in authorized parking areas only (see Figure 3-A). Specifically authorized parking areas for Midshipman Candidates include the parking areas directly south of the chapel (excluding the small main parking area to the left of the chapel entrance).

c. Specifically prohibited parking areas include: Gym 1801 parking lot, the parking lots above Nimitz Field along Meyerkord Road, parking lots adjacent to the chapel, and the Perry Hall parking lot.

d. Midshipman Candidates are prohibited from operating a motorcycle or moped.

e. Failure to comply with federal, state, and local vehicle laws, NAVSTA Newport traffic regulations and NAPS parking regulations may result in the loss of base driving privileges and disciplinary action.

f. Maintaining an automobile at NAPS is a privilege. If possessing a personally owned vehicle becomes a liability due to poor performance, the Commanding Officer may revoke base driving privileges.

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g. Midshipman Candidates traveling in excess of 200 miles must complete a Travel Risk Planning System (TRiPS) assessment, (see SEL for further guidance).

h. POVs are subject to health and comfort inspections in order to maintain good order and discipline of the NAPS alcohol and drug policies.

i. Vehicles must display a "NAPS Student" decal on the bottom of the rear window on the driver's side. Vehicle decals will be obtained from the Battalion Drill Instructor who will maintain a data base.

334. VISITORS

a. Requirements:

(1) Midshipman Candidates may escort visitors onto NAVSTA Newport.

(2) Midshipman Candidates shall not allow unescorted visitors access to Ripley Hall without receiving prior consent from their Company Officer or SEL. (This includes sponsors).

335. WEAPONS, FIREARMS, AND FIREWORKS. Midshipman Candidates are not permitted to have weapons in their possession while aboard NAVSTA Newport. Weapons include, but are not necessarily limited to, firearms (any device which propels a solid object by any means), fireworks, hunting knives, air/CO2 guns, brass knuckles, switchblades or blackjacks, (ordinary pen knives may be kept provided the blade is no longer than three inches).

3365. ELEVATOR USE. Use of elevators in Perry and Ripley Halls is restricted to students in possession of an approved limited duty chit issued by the medical department that indicates that elevator use is authorized.

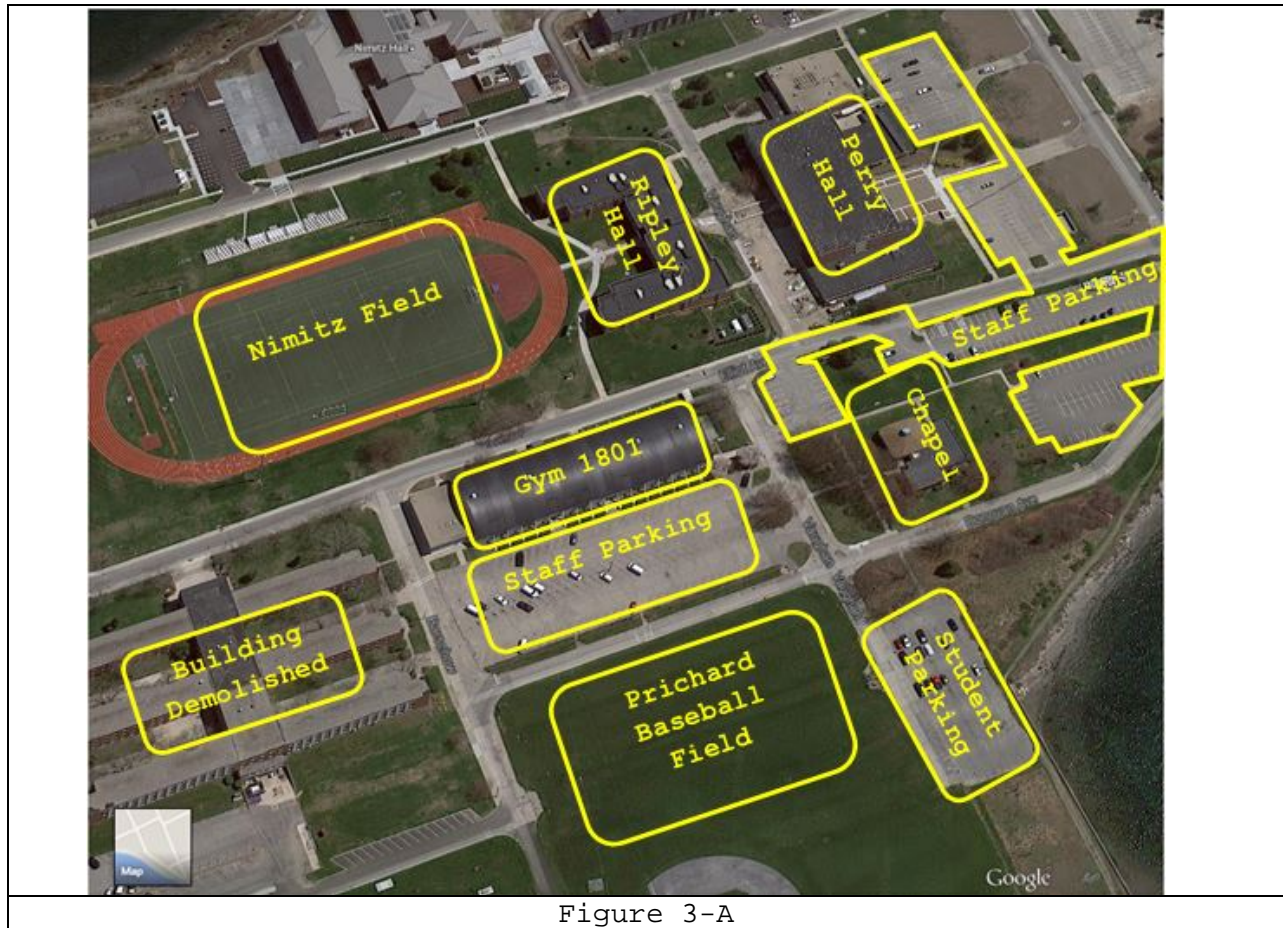


Figure 3-A

Take our demolished building. New picture if possible.

## CHAPTER 4

### BARACKS ROOM ORGANIZATION AND UNIFORM STOWAGE REGULATIONS

#### 401. ROOMS/SUITES

a. All rooms will be arranged by set layout in Figure 4-A, pictured below. Students are not allowed to rearrange or move around any furniture arrangements. Midshipman Candidates will be responsible for the room inventory. Discrepancies will be routed to the Company Staff via the Platoon MA.

b. Suites are two adjoining rooms that share a shower and a head. Normally four Midshipman Candidates are assigned to each suite with two assigned per room. All Midshipman Candidates assigned to a suite are jointly responsible for the cleanliness of the head and shower area.

c. Individual room cleanliness is the responsibility of both personnel assigned to the room.

d. Midshipman Candidates are responsible for having their rooms inspection ready at all times. Figure 4-B provides a comprehensive set of inspection items in each room. Company staff utilizes the same guidelines when conducting inspections. The table below is not all inclusive, additional items may be inspected at the discretion of the staff. The inspection list is to be used as a guide to ensure that rooms are kept within standards.

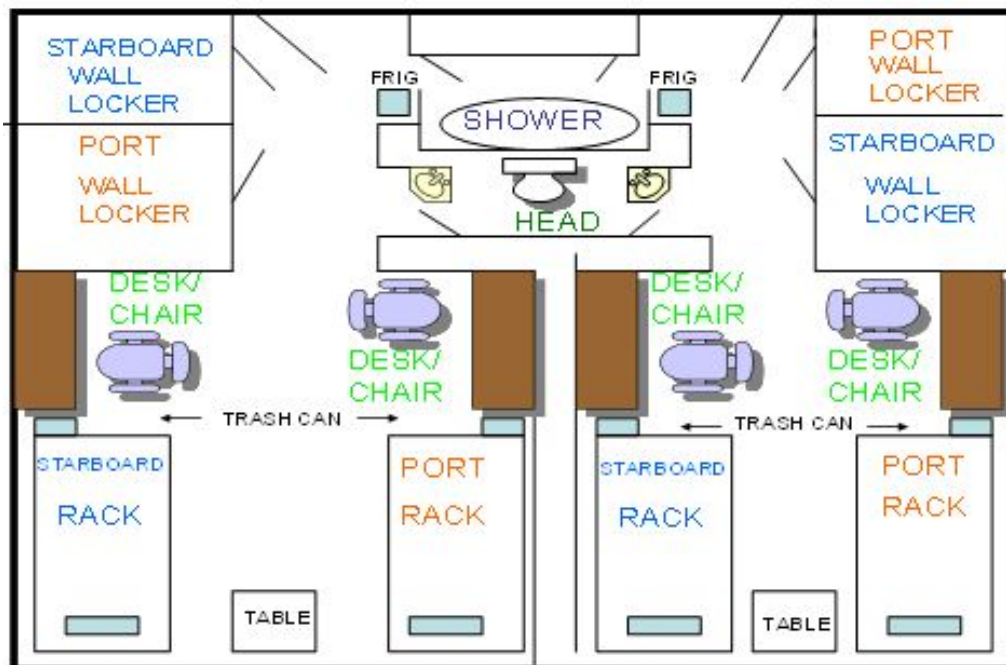


Figure 4-A

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<p style="text-align: center;"><b>Shower</b> Stall / Tub</p> <ol style="list-style-type: none"> <li>1. Dry</li> <li>2. No water marks, soap scum, hair, or dirt of any kind.</li> <li>3. Metal shined and free of water marks and dirt.</li> </ol> <p style="text-align: center;">Curtain</p> <ol style="list-style-type: none"> <li>1. Tucked into rear of tub</li> <li>2. Dry</li> <li>3. No soap scum or dirt buildup.</li> </ol> <p style="text-align: center;">Deck</p> <ol style="list-style-type: none"> <li>1. Tiles clean and dry (including corners)</li> <li>2. Grout clean</li> </ol> <p>Note- Do not wax deck in shower area</p>	<p style="text-align: center;"><b>Window</b> Glass</p> <ol style="list-style-type: none"> <li>1. Inside clean (do not attempt to clean outside of window)</li> </ol> <p style="text-align: center;">Sill</p> <ol style="list-style-type: none"> <li>1. No items on sill</li> <li>2. Sill clean and free of dust</li> </ol> <p style="text-align: center;">Curtains</p> <ol style="list-style-type: none"> <li>1. Drawn to the side and secured</li> </ol> <p style="text-align: center;"><b>Rack</b></p> <ol style="list-style-type: none"> <li>1. Made</li> <li>2. Sheets and pillowcase must be clean</li> <li>3. Additional blankets must be folded neatly and placed on the foot of the bed</li> </ol>
<p style="text-align: center;"><b>Head</b> Toilet</p> <ol style="list-style-type: none"> <li>1. Lid up</li> <li>2. Seat down</li> <li>3. Completely clean (including base and underside of seat).</li> </ol> <p style="text-align: center;">Deck</p> <ol style="list-style-type: none"> <li>1. Tiles clean and dry (including corners)</li> <li>2. Grout clean</li> </ol> <p>Note- Do not wax head deck</p> <p>Note- Plunger and toilet brush placed in the corner nearest the toilet handle.</p>	<p style="text-align: center;"><b>Refrigerator</b></p> <ol style="list-style-type: none"> <li>1. Gasket must be clean (check crevice)</li> <li>2. Clean inside and out</li> <li>3. Food will be stored in sealed container.</li> </ol> <p style="text-align: center;"><b>Nightstand</b></p> <ol style="list-style-type: none"> <li>1. Clean and free of dust</li> <li>2. Only an alarm clock and lamp may be on the nightstand</li> </ol> <p style="text-align: center;"><b>Vanity</b></p> <ol style="list-style-type: none"> <li>1. No water marks, soap scum, hair, or dirt of any kind.</li> <li>2. Metal shined and free of water marks and dirt.</li> </ol>
<p style="text-align: center;"><b>Desk</b></p> <ol style="list-style-type: none"> <li>1. Computer monitor clean</li> <li>2. Keyboard free of dust and debris</li> <li>3. Desk not cluttered</li> <li>4. Desk clean and free of dust</li> <li>5. Light off</li> </ol>	<p style="text-align: center;"><b>Misc.</b></p> <ol style="list-style-type: none"> <li>1. Clean all mirrors and reflective surfaces</li> <li>2. Remove all marks from walls, doors, and baseboards</li> <li>3. Remove built up dust from overhead vents and ceiling fan</li> <li>4. Room deck will be clean, without scuff marks, stains, or any wax at all.</li> </ol>
<p style="text-align: center;"><b>Wastebasket</b></p> <ol style="list-style-type: none"> <li>1. Clean both inside and out</li> <li>2. Empty except for liner</li> <li>3. Placed in between desk and rack against wall</li> </ol> <p>Note- recycling can will be placed against wall next to refrigerator</p> <p>Note- recycling bin will not have a liner</p>	

Figure 4-B



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402. LOCKERS. Wardrobe lockers will be arranged according to Figures 4-C and 4-D. Figures 4-E and 4-F are examples of such layout in a neat and professional manner.

a. ATHLETIC GEAR

(1) Athletic gear will be neatly stowed and wet athletic gear will be neatly hung behind the Midshipman Candidate's shower room door.

(2) All athletic/workout equipment must be approved by Company Officer/SEL and Athletic Director and accompanied by a chit.



Figure 4-C

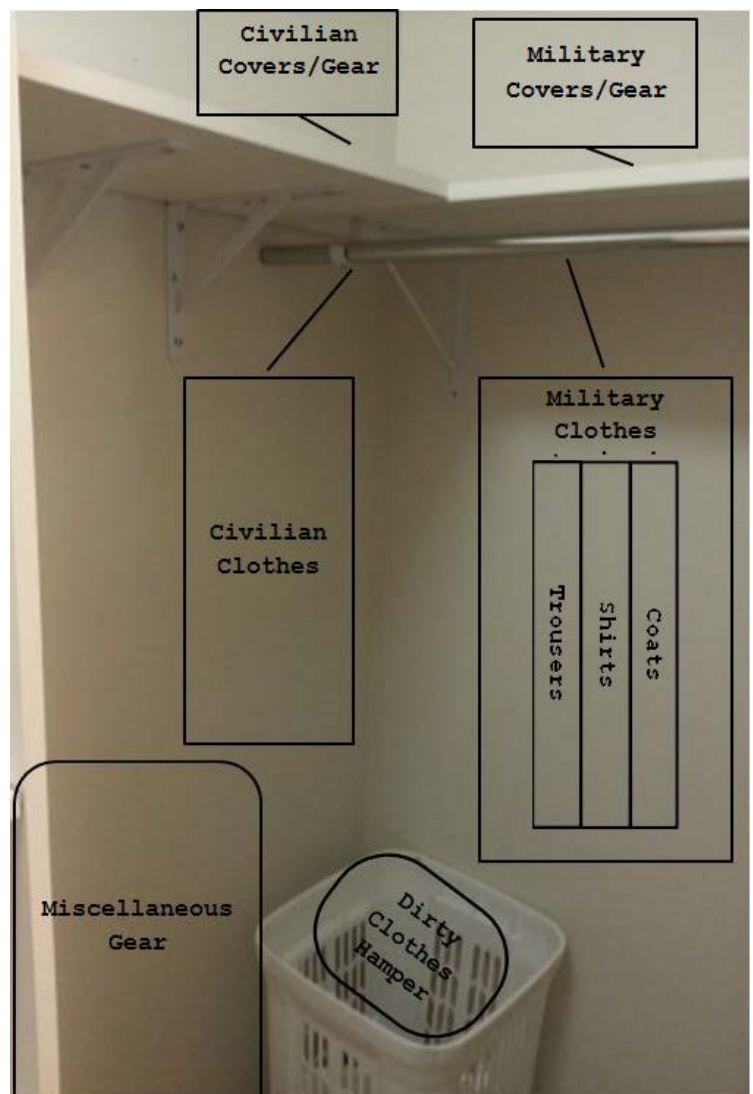


Figure 4-D



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Figure 4-E



Figure 4-F

403. RACKS/SLEEPING. The following guidelines apply:

a. Racks shall be inspection ready from reveille until taps, daily, see figure 4-G.

b. The wearing of shoes or a uniform while lying in the rack is prohibited

c. Midshipman Candidates are only authorized to occupy their assigned rack, see Figures 4-A and 4-H for room and rack layout

d. Midshipman Candidate's assigned rack is the only authorized place to sleep, see Figures 4-A and 4-H for room and rack layout

e. Sleeping is not authorized during study hours. Sleeping is authorized during free periods. Doors will be open while sleeping any

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time before taps excluding authorized periods on weekends and holidays.



Figure 4-G



Figure 4-H

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404. NIGHTSTAND. The nightstand shall be organized as shown above in Figure 4-H. The drawers will be used to store books, personal, and uniform items in a neat manner. The only items authorized on top of the nightstand are the issued lamp and a personal timekeeping device such as an alarm clock.

405. COMPUTER TERMINAL. The computer terminal shall be kept neat at all times and organized as shown in Figure 4-I. Personal pictures shall be in good taste and not violate any NAPS and Navy policies. The drawers shall be kept organized. Personal items and books shall be neatly placed in height order from tallest to shortest, as pictured below.



Figure 4-I

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406. BATHROOM, VANITY, AND SHOWER AREA

a. The bathroom sink shall be kept neat at all times. Only authorized cleaners and hygiene products shall be stored in its compartments. Prescribed medicines are not authorized to be stored in the sink area and must be locked in the locker. Midshipman Candidates must stow all such items, in height order from tallest to shortest, when not in use as the area should be kept as shown in Figure 4-J.

b. The shower room shall be kept in a neat manner, all hygiene products shall be stored in the sink cabinetry.

c. The bathroom stall shall remain clean at all times, the only authorized items in the room are toilet paper, plunger, and cleaner brush.



Figure 4-J



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407. REFRIGERATORS.

a. Midshipman Candidates may have one issued refrigerator per room. Food stored in the refrigerator shall be fresh and appropriately stored in sealable, air-tight containers. Containers will be marked with the date the food was placed in the refrigerator. Refrigerators shall be cleaned weekly.

b. The NAPS Mission Statement and Commanding Officer's Philosophy shall be hung above the refrigerator as shown in figure 4-K.



Figure 4-K

408. MISC ROOM REGULATIONS

a. Midshipman Candidates will not appear before the windows while improperly dressed nor will they sit in the window at any time. While a Midshipman Candidate is dressing or undressing, curtains/blinds will be closed.

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- b. Nothing will be hung in, placed on, or thrown out of windows.
- c. When no one is present, lights will be turned off, curtains will be open, and the door fully open. The windows, curtains, and lights in Midshipman Candidates' rooms may be altered for convenience when occupied.
- d. Wastebaskets in each room will be emptied, cleaned and lined with an appropriate trash can liner for morning room inspection. Blue trash bins will be lined with a clear trash bag for recycling purposes. All other trash bins will be lined with a trash bag for household trash.
- e. The closet is the only area authorized within the room to be locked, and must remain locked when the Midshipman Candidate is not present in the room. The closet door will be closed when not being accessed.
- f. Windows will not be used as a point of entry or departure.
- g. Personal items will be arranged neatly, on the hutch-shelf only.
- h. The only authorized equipment on desks are clock radio, NAPS issued computer/accessories and the issued reading lamp in order to allow room for books and study material.
- i. Thermostats will remain at directed set points. Midshipman Candidates are not authorized to adjust thermostats without permission.

409. UNIFORM FOLDING. All uniform items and civilian clothing must be stored in a neat and uniform matter. Listed below are folding instructions for issued uniform items. All issued uniforms must be folded and stowed according to instruction. Uniforms that do not have folding guidelines are hung in the closet as shown in Figure 4-D

a. Uniform issued t-shirts and undershirts must be folded according to the instructions below, and stowed in the drawers underneath the rack as shown in Figure 4-G.

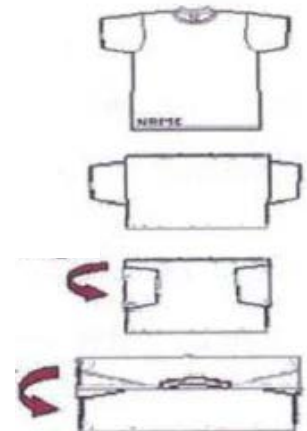
(1) Folding. See Figure 4-L.

(a) Lay flat, right side out, front up, waistband to you, smooth out all wrinkles.

(b) Fold the bottom half over the top half. Dress bottom up to and even with top or collar.

(c) Fold the sleeves towards the center. Dress all edges.

Figure 4-L



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(d) Fold the top third down over the middle. Smooth out all wrinkles.

(e) Fold the top half down over the bottom half. Dress all edges

(f) Fold the left half over the right half. Dress all edges.

(g) Stow the widest shirt on the bottom. Dress the four folds and Single folds.

b. Skivvies, and PT shorts must be folded according to instructions below and figure 4-M.

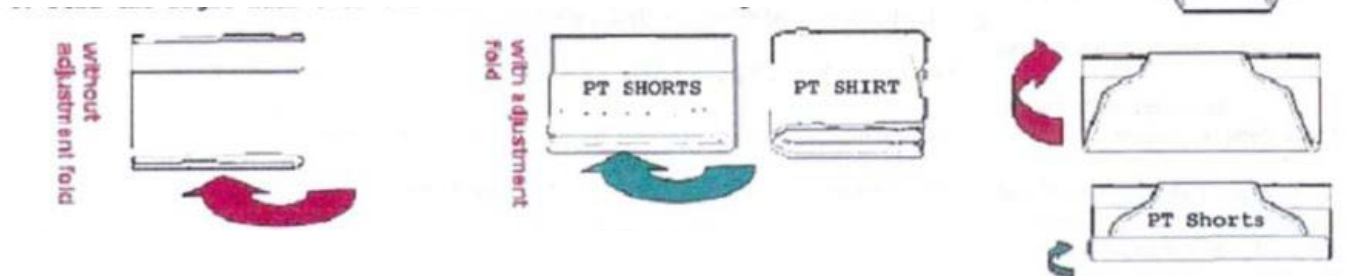
(1) Lay flat, right side out, front up, waistband away from you.

(2) Fold the bottom half up and even with the waistband.

(3) PT SHORTS ONLY: Fold bottom up again to make adjustment fold. Adjust PT Shorts to the width of PT Shirts

(4) Fold the right half over the left half. Dress all edges.

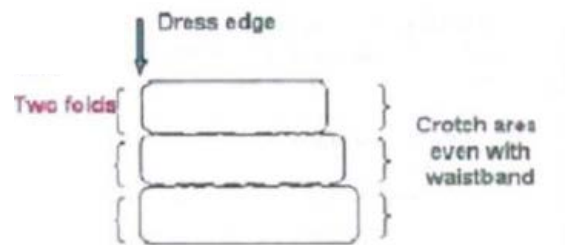
Figure 4-M



(5) Stow the widest under-short on the bottom. Dress the single folds and two folds.

(6) Position the two folds to the left, waistband and crotch material to the right.

(7) Dress the single folds and the side with the two folds (left side)



c. Long Underwear and track suit folding:

Figure 4-N

(1) Folding Instructions (pants):

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(a) Lay flat, fly down, waistband away from recruit.

(b) Fold the left half over the right half. Make a straight edge along the right side.

(c) Fold the bottom cuffs of the legs to the top edge of the waistband.

(d) Fold the legs again to the top.

(2) Folding Instructions (shirt):

(a) Lay flat, front side up, collar away from recruit.

(b) Fold left sleeve across the shirt to form a straight edge along the left side of the shirt.

(c) Fold the left sleeve diagonally down along the left edge of the shirt, flush with the side of the shirt. Repeat steps 2 and 3 for the right sleeve.

(d) Fold both sides into the center of the shirt. Edges should touch at the shoulder and waist, even along both sides.

(e) Fold the waist up and away from the folder. Bring the waist even with the top of the collar.

d. Mock Turtleneck folding:

(1) Turn right side out. Lay flat, collar away, front up. Smooth out all wrinkles.

(2) Fold the left sleeve across the turtleneck to form a straight edge along the seam on the left side of the turtleneck.

(3) Fold the left sleeve diagonally down along the left edge of the turtleneck, flush with the seam. Create a 45 degree angle at each shoulder. Repeat steps (2) and (3) for the right sleeve.

(4) Fold both sides of the turtleneck to the center. The shoulder and waistband should touch without overlapping at the center. The underarm material may overlap.

(5) Fold the turtleneck top down and align the top of the turtleneck with the center point of the turtleneck.

(6) Fold the bottom of the turtleneck up over the top so that the bottom is even with the top fold.

(7) Dress all edges



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e. Parka folding:

- (1) Remove the liner from the parka.
- (2) Ensure all zippers are zipped, all velcro is sealed and hood is stowed in pouch.
- (3) Lay flat, right side out, front up, collar to the right with side vertical seams facing down.
- (4) Fold the top sleeve across the parka to form a straight edge along the top edge.
- (5) Fold the top sleeve diagonally down along the top edge and flush with the topside of the parka. Repeat steps (4) and (5) for the bottom sleeve. Dress all edges.
- (6) Fold both sides to the center of the parka. Dress all edges. Determine the center by using the zipper at the collar.
- (7) Fold the left side (waistband) of the parka to the center.
- (8) Fold the right side (collar) of the parka to the center. Leave approximately a two -finger gap between the bottom of the left fold and the top edge of the collar.
- (9) Fold left side of the Parka to the center again.
- (10) Fold the right side over the left side. Flatten the folded Parka to remove all trapped air.
- (11) Secure the parka with two strings evenly spaced across the width of the single fold. Secure the strings with a bow knot and position the knots behind so they cannot be seen while being worn. (The hood side will be facing out when worn)

f. Scarf (White) folding:

- (1) Lay flat, fringes to the left and right, stencil side up and to the left.
- (2) Fold right half over left half, dress all edges.
- (3) Fold each side to the center, leaving no more than 1/2" gap between the edges.
- (4) Fold the bottom half over the top half. Dress all edges.
- (5) Fold left half over right. Dress all edges.

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f. Sea Bag folding:

(1) Lay flat, open end away; long straps up and unbuckled; pocket empty and buttoned; handle down underneath sea bag; pocket visible.

(2) Fold bottom of sea bag toward open end of sea bag so as to form a visible square formed by the seams surrounding the bottom of the sea bag.

(3) Fold left side of sea bag to centerline, then fold right side of sea bag to centerline.

(4) Fold top third over middle third. Fold bottom third over middle third. Dress all edges.

g. Shirt, Navy Working Uniform (NWU) folding:

(1) Button all buttons, ensure that buttons on sleeve are showing. (button first button on sleeve)

(2) Turn right side out, lay flat, collar away, front up. Smooth out all wrinkles.

(3) Fold each sleeve across the shirt. Dress the vertical edge of the shoulder to the side of the shirt to form a straight line.

(4) Hold the upper most corner of the shoulder fold. Fold the sleeve down and flush with the side of the shirt. Create a 45 degree angle at each shoulder. Dress all edges.

(5) Fold both sides and sleeves to the center of the shirt.

(a) If the cuffs protrude below the waistband, fold the cuffs under the sleeves so that they are even with the waistband.

(b) The shoulder and waistband should touch without overlapping at the center. The underarm material may overlap.

(6) Fold the top of the shirt down and align the collar with the center point of the shirt.

(7) Fold the bottom of the shirt up over the top so that the bottom of the shirt is even with the top fold. Dress all edges.

h. Shirt, PT folding. Fold in the same manner as undershirts (Figure 4-L)

i. Socks folding (Figure 4-N):

(1) Pair the socks and lay flat with the open ends away from you slightly to the right.

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(2) Fold toes to cover heels.

(3) Tightly roll socks toward the opening until about 2" from the top.

(4) Turn the opening back over the roll.

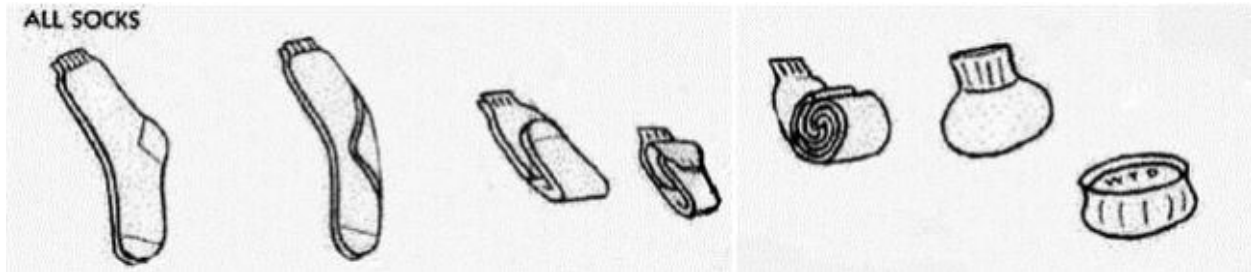


Figure 4-0

j. Towel folding (See Figure 4-N). Ensure there is no more than a  $\frac{1}{4}$ " gap between the edges of the first fold.

(1) Lay flat. Away from folder length wise. Catch Hem UP. Stencil down closest to the folder (right side).

(2) Fold each side to center leaving NO more than  $\frac{1}{4}$ " gap between edges at the center

(3) Fold the right half over the left half. Dress all edges.

(4) Fold down the upper third over the middle third. Dress all edges.

(5) Fold the lower third over the middle thirds. Dress all

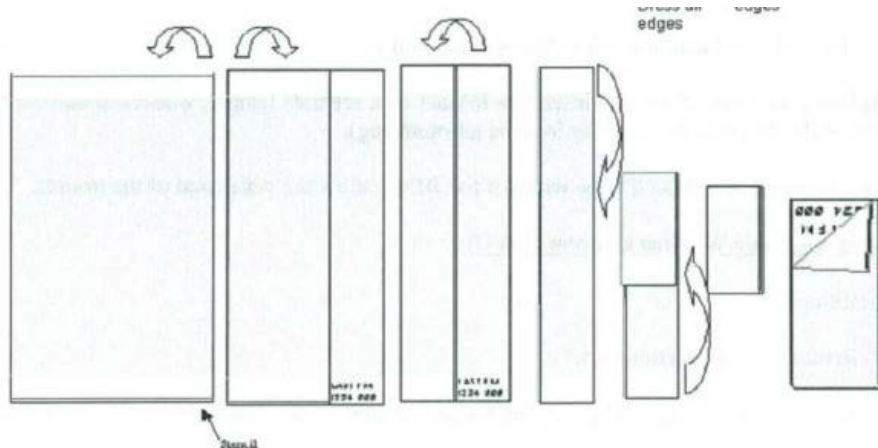


Figure 4-P

k. Trousers, Navy Working Uniform (NWU) folding:

(1) Button all buttons except the button on the waistband and unzip all zippers.

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(2) Lay flat, right side out, waistband toward you, fly up and vertical leg seams up.

(3) Fold in half from right to left. Dress all edges.

(4) Fold the waistband up to the center of the trousers. Dress the seams along the left side of the trousers.

(5) Fold the upper half of the trousers down to the center. Dress the fold to the left side of the trousers.

(6) Fold crotch material up and over the lower half forming a straight edge along the right side of the trousers.

(7) Fold the lower half up and over the upper half. Align all edges. The left side of the trousers is the dress side.

1. Undershorts/Underpants (Male /Female) folding (Male and Female). Fold per Figure 4-M.

m. Watch Cap /Earmuffs folding (Figure 4-O):

(1) Lay watch cap flat, right side out, crown facing you.

(2) Lay the thin gloves on the watch cap palm to palm, fingers to your right, centered, even with the top of the cap.

(3) Tightly and evenly roll watch cap and gloves from crown toward the open end of watch cap.

(4) Fold back the exposed edge of the watch cap over the rolled section. Stretch the material to cover the gloves as much as possible.

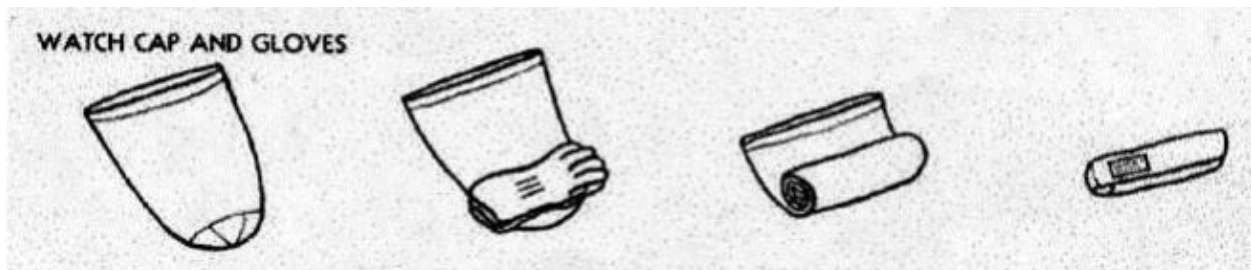


Figure 4-Q

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n. Web Belt. Turn inside out, pull end of belt through buckle to form small loop. Roll belt from metal end. Place inside loop. Tighten as shown in Figure 4-Q.

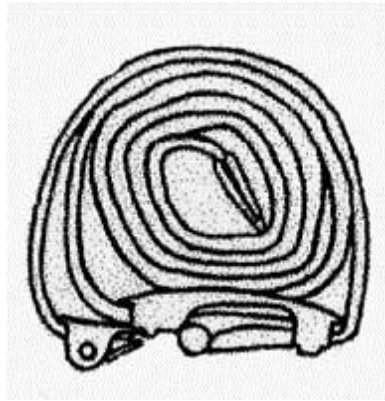


Figure 4-R

## CHAPTER 5

### WATCH POLICY AND PROCEDURES

#### 501. GENERAL ORDERS OF A SENTRY

a. All Midshipman Candidates shall be capable of reciting the following General Orders at all times and are responsible for executing them while on duty:

(1) To take charge of this post and all government property in view.

(2) To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.

(3) To report all violations of orders I am instructed to enforce.

(4) To repeat all calls from posts more distant to the guardhouse than my own.

(5) To quit my post only when properly relieved.

(6) To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, and officers and non-commissioned officers of the guard only.

(7) To talk to no one except in the line of duty.

(8) To give the alarm in case of fire or disorder.

(9) To call the Command Duty Officer in any case not covered by instructions.

(10) To salute all officers and all colors and standards not cased.

(11) To be especially watchful at night, and during the time of challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

#### 502. PURPOSE

a. Midshipman Candidates on watch are responsible for knowing and enforcing NAPS regulations, ensuring the safety of all Midshipman Candidates, and safeguarding personal and public property. Watchstanders will execute the POD and conduct themselves in an impartial and professional manner.

b. NAPS watchstanders will adhere to the watchstanding policies and procedures similar to those practiced in the fleet. A thorough understanding of NAPS policies and procedures will prepare Midshipman Candidates for watches they will stand at the United States Naval Academy (USNA).

503. GENERAL INSTRUCTIONS FOR WATCHSTANDERS

- a. Be thoroughly familiar with and enforce NAPS regulations.
- b. Stand watch in accordance with the 11 General Orders of the Sentry.
- c. Notify the next senior watchstander if instructed, by someone outside the watch chain of command, to perform a task, which interferes with normal duties.
- d. Faithfully discharge assigned duties as outlined in this manual and watch instructions. Watchstanders may study academic or professional reading material while on watch so long as doing so does not interfere with their watchstanding duties. Reading material such as novels, newspapers and magazines while on watch is prohibited.
- e. Watchstanders will not permit loitering by other Midshipman Candidates at their post.
- f. The uniform for watchstanding is the uniform of the day unless directed otherwise.
- g. The Quarterdeck is manned by the Officer of the Deck (OOD). The Security Rovers will be standing and/or roving at all times.
- h. Tobacco products and eating are prohibited while on watch. Drinks are authorized.
- i. Salute at the beginning and end of any conversation when reporting to/addressing an officer. **Salute all officers who are in or out of uniform.** Call attention on deck when an O-4 or above approaches the watch station. When approached by the CDO, give the greeting of the day followed by the condition of your watch station.
- j. Report for duty 15 minutes before the scheduled watch. The first watch will meet with the Command Duty Officer (CDO) prior to posting. Relieve the watch as follows:

(1) The oncoming watchstander reports to the Midshipman Candidate he/she is to relieve, salutes, and states, "Sir/Ma'am, I am ready to relieve you." The off going watchstander salutes and responds, "Sir/Ma'am, I am ready to be relieved." Then, the off going watchstander thoroughly briefs their relief on any unexecuted orders, special instructions, or potential problems. The oncoming

watchstander ensures he/she fully understands these orders and/or instructions and assumes the watch.

(2) When ready to assume the watch, the oncoming watchstander salutes, and states, "Sir/Ma'am, I relieve you." The off going watch returns the salute and states, "Sir/Ma'am, I stand relieved." Now, the transfer of authority and responsibility is complete.

(3) Record the relief of the watch station in the Deck Log/Security Rover logbook.

(4) Should a situation justify doing so, a watchstander may refuse to relieve the watch. He/she will immediately report the event to the CDO and follow their direction.

#### 504. BATTALION DUTY ORGANIZATION AND RESPONSIBILITIES

##### a. Battalion watch administrative chain of command:

(1) Senior Watch Officer (SWO). The SWO is the military staff member who supervises the Battalion watch and is responsible for all Midshipman Candidate watch training.

(2) Duty Platoon Leaders (DPL). DPLs are responsible for their respective platoon. They are responsible for assigning watches, drafting watchbills, and posting approved watchbills on the platoon bulletin boards. Company SELs will be the DPL for their assigned platoons and will approve their respective duty platoon watchbills.

##### b. Battalion watch operational chain of command:

(1) Command Duty Officer (CDO). The CDO exercises operational control over the watch and shall conduct the watch in accordance with NAPSINST 1601.1(series) and other pertinent NAPS, NAVSTA Newport, and U.S. Navy instructions.

(2) Duty Platoon Commander. The Duty Platoon Commander supervises the duty platoon and is held accountable by the CDO for its performance. The Duty Platoon Commander shall be designated by the Duty Platoon Leader. Specifically, the Duty Platoon Commander:

(a) Is a direct representative of the command.

(b) Presents the watchbill to the CDO at inspection/formations.

(c) Musters the duty platoon at the discretion of the CDO.

(d) Reports to the CDO no later than 1830 each duty day for special instructions (0800 on weekends/holidays).



(e) Is responsible for the completion of the daily clean-up bill.

(f) Conducts a turnover with the oncoming Duty Platoon Commander and CDO ten minutes prior to duty platoon inspection.

(g) On weekends and holidays, ensures Midshipman Candidates who are Sick-in-Quarters (SIQ) receive their meals for the duration of their SIQ period.

(h) Assists in coordinating the watchbill for the duty platoon.

(3) Watches. Ripley Hall will be manned with three watchstanders consisting of an Officer of the Deck and two Security Rovers. The Officer of the Deck will man the Quarterdeck and the Security Rovers will conduct continuous security rounds of Ripley Hall. Further details are addressed within this chapter.

(4) Officer of the Deck (OOD). The OOD stands watch at the Quarterdeck of Ripley Hall. Specifically he/she:

(a) Greets/assists visitors at the Quarterdeck, and supervises security rovers.

(b) Answers the Quarterdeck phone and accepts any other official messages on the Quarterdeck. Records the receipt of subject messages and promptly notifies the recipient. Promptly notifies the CDO if the message indicates any unusual incident/report involving a Midshipman Candidate. Answers the telephone as follows, "Ripley Hall Quarterdeck, Midshipman Candidate (last name) speaking. How may I help you Sir or Ma'am?"

(c) Monitors the security video system for Ripley Hall

(d) Immediately informs the CDO of any unauthorized activities viewed

(e) Maintains the Quarterdeck logbook

(f) Maintains Company liberty logbooks

(g) Maintain an accurate liberty log at all times for accountability.

(5) Security Rover (SR). The SR maintains the fire and security watch within Ripley Hall. The SR is responsible to the Platoon Leader, OOD, and CDO. The SR shall:

(a) Be thoroughly familiar with the Fire and Evacuation Bill and be alert for fire or hazardous conditions.

(b) Enforce all NAPS rules and regulations, make appropriate log entries of all violations, and report violations to the CDO.

(c) Be alert for any breach of security.

(d) Log all after taps movement, to include name of Midshipman Candidate, time of departure/return, and destination.

(e) Ensure cameras are functioning and have not been tampered with.

(f) Make rounds every 30 minutes throughout the decks of Ripley Hall in pairs.

(g) Sound reveille.

(6) Duty Driver. A Midshipman Candidate, not currently acting as the day's Duty Platoon Commander, who has completed the Navy's Driver Safety Course and has a valid driver's license will be assigned on the watchbill as the duty driver. The Midshipman Candidate duty driver stands a 24-hour duty on weekends. Responsibilities include:

(a) Ensure the CDO is aware of the duty driver location at all times by reporting to the CDO prior to each departure and upon return.

(b) Ensure that the duty vehicles are clean.

(c) Never leave the NAVSTA area (including Naval Health Clinic New England) without prior permission from the CDO. If required to leave the base, obey all local and state driving regulations and obtain bridge EZ-pass as necessary.

(d) Use seat belts at all times and ensure passengers do the same. Always adhere to posted speed limits, adjusting speed in accordance with prevailing weather conditions.

(e) Use of the duty vehicle is exclusively for official runs. Use for personal convenience, (i.e., the Navy Exchange, fast food runs, etc.), is strictly prohibited.

(f) Not be an in-season athlete.

(g) Complete computer-based 15 Passenger Van Driver's Improvement Course.

(h) Operators must have at least 2 years of driving experience.

(i) Must be at least 18 years old.

(j) Successfully complete on-the-road training course.

(k) Shall not be on academic probation.

(7) Supernumerary. Supernumeraries fill unexpected vacancies in the duty platoon. They also serve as meal relief for watchstanders, providing relief no later than 0645 for morning meal (0845 on Sunday), 1200 for noon meal, and 1730 for evening meal.

(8) Duty Platoon. Each platoon will sequentially rotate through the duty. Duty platoon rotations are defined by the Battalion Officer. Once a Midshipman Candidate has been assigned a watch by their respective Duty Platoon Leader, they are required to fulfill the obligation unless the respective Duty Platoon Commander approves a special request chit.

#### 505. WATCHBILL

a. Duty Platoon Watchbill Preparation. IAW Figures 5-A and 5-B the Duty Platoon Leader will assign only one watch per Midshipman Candidate per duty day. The Duty Platoon Leader will route the watchbill to the Company Officer for approval and post on the Platoon passageway 48 hours prior to the duty day. Duty Platoon Leaders are required to review and de-conflict with the NAPS sports schedules, rosters, and movement orders when drafting watchbills. Midshipman Candidates will not assign watches as punishment for extra duty.

b. Exchange of Duty. Only special circumstances rate consideration. The Duty Platoon Leader will consider requests for exchanges and standbys only when submitted on a special request chit via the Midshipman Candidate's chain of command. These chits should include the signatures of each watchstander involved, the specific watch to be switched, and the date of the exchange. Exchanges of duty will be made between personnel of equal qualification (i.e. the Duty Platoon Commander may not exchange duty with a Midshipman Candidate not qualified to stand as Duty Platoon Commander). The Duty Platoon Leader will change the watchbill only upon receipt of an approved request chit. Special request chits need to be approved by the duty platoon's respective SEL. Midshipman Candidates must keep in mind that a duty "day" consists of a 24-hour period; any standbys will be required to be present for the entire duty period. **The exchange of duty for any form of payment is prohibited.**

c. Changes to the Watchbill. Once the Company Officer approves the watchbill, only he/she, or the CDO can authorize changes.

d. Checking the Watchbill. Members of the oncoming duty platoon shall check the watchbill within 12 hours of its posting by the Duty Platoon Leader. Each Midshipman Candidate assigned a watch will acknowledge their assignment by initialing beside their name. Since each Midshipman Candidate has a duty to read the watchbill, failure to

do so does not excuse an individual from an unauthorized absence (U/A) from an assigned watch.

506. DUTY DAY

a. General Information. The duty day is a 24-hour period, which begins/ends at morning duty platoon muster. Duty platoon members will remain in the vicinity of Ripley Hall, Ney Hall, or Perry Hall. At the CDO's discretion, they may check out with the CDO to the Exchange, Naval Station Newport Fitness Center or the Chapel of Hope.

b. Class Attendance. No Midshipman Candidate will miss or be late for class or mandatory study due to watchstanding duty.

c. Watch. The oncoming Platoon Commander presents the oncoming duty platoon to the CDO at the Ripley Hall Quarterdeck for the first scheduled Duty Platoon Muster of the day. The CDO will inspect the duty platoon and pass down information for the day.

d. In-Season Athletes. In-season athletes will not stand watches that conflict with regularly scheduled practices or games.

e. Late Movement Orders. If a last minute movement order (i.e., one that is not approved 72 hours prior to the event) conflicts with a properly submitted watchbill, the Midshipman Candidate assigned watch must find a replacement in order to execute the movement order.

f. Personnel exempt from watch. Battalion staff members, Company Commanders and Company Executive Officers are the only personnel exempt from standing watch. Company staff members will stand only the Duty Platoon Commander watch if designated.

g. Academic Probation. Students who are on academic probation should not be assigned watch during evening study hours on the night before an exam.

507. LOGS

a. General. Logs are official legal documents of the U.S. Government and therefore are maintained with professionalism. Failure to do so may result in a conduct offense.

b. Log Entries

(1) All log entries, except where written signatures are required, are printed (non-cursive) neatly in capital letters with black ink.

(2) All zeros will be slashed with a diagonal line.

(3) Errors will be corrected by lining through it with a straightedge. The correct entry is then entered beside the

correction. The watchstander will initial in front of the time as evidence that the deletion/correction is valid.

(4) Late entries will be avoided by timely logging of events. If necessary, Occasionally, information may be received after an event that will require annotation as a late event. In this case, make a "late entry" as follows: In the left-hand margin corresponding to where the entry should have been recorded, place an asterisk (\*). Enter the "late entry" on the next available line and place another asterisk in the left-hand margin, i.e.:

\*0801  
0803  
\*0802 Description of the event.

(5) Log entries are made in the third person.

(6) Lines are not skipped between entries.

c. Types of Logs. Watchstanders maintain the following logs.

(1) Quarterdeck Log. The quarterdeck log is a chronological documentation of important events which occur during a watch. Entries include, but are not limited to:

(a) Assumption of the watch by the OOD. The first entry in the watch will always be "(time) OOD PROPERLY ASSUMED BY MIDSHIPMAN CANDIDATE (name)." Then log the status of cameras (i.e., "All cameras in focus and working properly"). If there is any discrepancy in the video surveillance system, the QDW shall log it and report it to the CDO immediately

(b) Personnel reporting aboard/detaching from NAPS for duty or emergency leave

(c) Details of any unusual occurrence, fire, or injury to NAPS personnel to include action taken by the watch/assistance personnel

(d) Details of serious violations of NAPS regulations discovered or viewed by the watch, to include action taken

(e) Arrival, departure, and identification of any visitors to the quarterdeck or of any unaccompanied, non-NAPS personnel located in Ripley Hall

(f) Relief of the OOD. The last entry of the watch will be "(time) PROPERLY RELIEVED AS OOD BY MIDSHIPMAN CANDIDATE (name)." The signature of the off going OOD and their printed name (underneath the signature). This signature acknowledges full responsibility for the correctness and validity of these entries. When the watch is secured, close out the page.

(2) Company Liberty Log. This log is where all Midshipman Candidates will sign in and out for liberty. Maintained on the Quarterdeck during all times, (see Figure 4-C).

508. DUTY PLATOON CLEANUP

a. The Duty Platoon Commander will ensure the duty platoon accomplishes the "Duty Platoon Daily Clean-Up Bill" (see Figure 5-D).

b. The duty platoon may be required to perform other maintenance and cleaning responsibilities as determined by the CDO.

c. The off going Duty Platoon Commander will review the completed cleanup bill with the off going CDO at the daily turnover meeting.

DDMMYY

**MEMORANDUM**

From: 1-1 Duty Platoon Leader  
To: Company Officer

Subj: WATCHBILL FOR 12 JUL 12

Ref: (a) NAPSINST 5400.1A

Duty Platoon: 1-1

1. The following Midshipman Candidates comprise the Duty platoon and will be responsible for their assigned watches:

**DPC:** M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

**Duty Driver:** M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

Time	OOD	RM#	SR1	RM#	SR2	RM#
1800-2000						
2000-2200						
2200-0000						
0000-0200						
0200-0400						
0400-0600						

2. Watch will be performed in the uniform of the day. The Duty Platoon Leader will muster the duty platoon at Ripley Hall Quarterdeck at the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall. However, they may sign out to the Navy Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon will be present for all scheduled musters.

C. D. SAIL

**Company Officer Approval:** \_\_\_\_\_

**Distribution:**

Company XOs

Duty Platoon Commander

Sample Watchbill for Class days  
Figure 5-A

DDMMYY

**MEMORANDUM**

From: 1<sup>st</sup> Duty Platoon Leader  
To: Company Officer

Subj: WATCHBILL FOR 12 JULY 12

Ref: (a) NAPSINST 5400.1A

Duty Platoon: 1-1

1. The following Midshipman Candidates comprise the watch platoon and are responsible for their assigned watches:

**DPC:** M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

**Duty Driver:** M/C (Last name) (First) **Rm#:** **Cell#:** (000) 000-0000

Time	OOD	RM#	SR1	RM#	SR2	RM#
0800-1100						
1100-1400						
1400-1700						
1700-1900						
1900-2200						
2200-0000						
0000-0200						
0200-0400						
0400-0600						
0600-0800						

2. Watch will be performed in the uniform of the day. The Duty Platoon Commander will muster the duty platoon on the Quarterdeck for the first scheduled muster of the day. The Duty platoon will not leave the areas of Ripley Hall, Ney Hall and Perry Hall. However, they may sign out to the Exchange, Gym 109, or the Chapel of Hope, with CDO permission.

3. The entire duty platoon and will be present for the all scheduled musters unless granted permission by the CDO. Without an approved special request chit, liberty is not authorized for duty platoon personnel.

C. D. SAIL

**Company Officer Approval:** \_\_\_\_\_

**Distribution:**

Duty Platoon Commander  
Company XOs  
QD

Sample Watchbill for Saturday, Sunday, and Holidays  
Figure 5-B



# LIBERTY LOG SHEET

**Company**\_\_\_\_\_ **Platoon**\_\_\_\_\_ **Date**\_\_\_\_\_

[illegible]

Figure 5-C

## CLEAN UP BILL DUTY PLATOON AND RESTRICTEES

### DAILY – On-coming Watch

- \_\_\_\_\_ Vacuum the Ripley Hall Quarterdeck area
- \_\_\_\_\_ Remove the trash from behind the Ripley Hall Quarterdeck watch desk
- \_\_\_\_\_ Ensure the watch desktop and bulkheads are clear of any unnecessary paperwork or debris
- \_\_\_\_\_ Clean Quarterdeck head and empty trash.
- \_\_\_\_\_ Clean CDO shack, head, shower and trash

**MONDAY**

- ## Vacuum Perry Hall Office Area

## TUESDAY

- \_\_\_\_\_ Clean CO's Conference Room – vacuum, arrange chairs, dust and clean the table's glass top  
 \_\_\_\_\_ Clean Ripley Hall 3<sup>rd</sup> deck staff conference room  
 \_\_\_\_\_ Field day family/handicap, men, and women heads on 3<sup>rd</sup> deck of Perry Hall

## WEDNESDAY

- |       |  |
|-------|--|
| _____ | Clean shared copier and VIP rooms in Perry Hall Office Area  |
| _____ | Sweep and mop Perry Hall 3 <sup>rd</sup> deck passageway and 3 <sup>rd</sup> deck ladder well                |
| _____ | Clean Perry Hall classrooms – vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge) |

## THURSDAY

- \_\_\_\_\_ Police call around Bldg 1801, Perry Hall Office Area, 1801 parking lot and Prichard Field  
\_\_\_\_\_ Wipe down computer keyboards in Perry Hall 335 with anti-static wipes provided

**SATURDAY**

- \_\_\_\_\_ Field day family/handicap, men, and women heads on 3<sup>rd</sup> deck of Perry Hall
- \_\_\_\_\_ Sweep and mop Perry Hall 3<sup>rd</sup> deck passageway and 3<sup>rd</sup> deck ladder well
- \_\_\_\_\_ Clean Perry Hall classrooms – vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge)
- \_\_\_\_\_ Police call around Gym 302
- \_\_\_\_\_ Clean Academic Center - vacuum, empty trash, dust, clean dry erase boards (wash with water and sponge) and Midshipman Candidate lounge
- \_\_\_\_\_ Police call Nimitz Field, around Ripley and Perry Halls, and M/C parking lot
- \_\_\_\_\_ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

### **SUNDAY AND HOLIDAYS – Off-going Watch**

- \_\_\_\_\_ Prior to turnover, clean and remove trash in all Ripley Hall common areas, including:
- \_\_\_\_\_ Clean Midshipman Candidate lounges
- \_\_\_\_\_ Clean snack areas, head
- \_\_\_\_\_ Clean Ripley Hall ladder wells and Quarterdeck
- \_\_\_\_\_ Clean glass and polish bright work in Quarterdeck area
- \_\_\_\_\_ Police call student parking lot
- \_\_\_\_\_ Police call around NAPS dumpsters to ensure trash is placed in proper dumpsters.

**Additional comments for duty platoon:** \_\_\_\_\_

**Verified complete:** \_\_\_\_\_

Duty Platoon Commander Battalion Drill Instructor/CDO

Figure 5-D

## 1MC PROCEDURES

1. The (1 Main Circuit) 1MC is the term for the shipboard public address circuits on naval vessels. The Midshipman Candidates will use standard Navy phraseology to communicate within Ripley Hall via the 1MC.

2. The Quarterdeck is a ceremonial area, and shall be kept clean and organized at all times. This is your watch station, and you shall take pride and conduct yourself in a professional manner at all times.

3. All announcements via the 1MC will be in accordance with (IAW) the normal Battle Rhythm. Changes to daily routine will be promulgated by the Plan of the Day (POD). The only Midshipman Candidates allowed to use the 1MC are the Battalion Staff, Duty Platoon Midshipman Candidate Duty Officer, and the Quarterdeck Watchstander.

4. Proper military etiquette shall be used at all times to communicate in Ripley Hall and via the 1MC. When asking for an E-7 and above to come to a specific area, you shall announce as such: Rank and last name **"Your presence is requested on the Quarterdeck."** When asking another Midshipman Candidate to come to a specific area, you shall announce as such: **"Midshipman Candidate \_\_\_\_ report to the Quarterdeck."** When an assembly is required; Midshipman Candidates shall announce: **"All hands assemble on/in\_\_\_\_ (ex. Gym 1801, football field, behind Ripley Hall etc.), for \_\_\_\_ (ex. Captains Call, Awards ceremony etc.)"**

5. The 1MC shall only be used for:

- a. Official business only.
- b. When directed by a superior.
- c. Normal watch routines. (Reveille, taps, duty platoon muster).
- d. Assembly of the Battalion.
- e. Emergency situations. (I.e. fire, flooding, injury, etc.).
- f. Quick dissemination of planned or unplanned events when authorized by the Command Duty Officer.

6. The following will be the standard announcements:

a. Reveille. (0600) Midshipman Candidates shall announce: **"Reveille! Reveille! Reveille! All hands heave out and trice up. Reveille."** The Uniform of the day is\_\_\_\_ with \_\_\_\_cover. The oncoming Command Duty Officer is\_\_\_\_."

b. Restriction. (0600, 1845, 2200) for weekdays Midshipman Candidates shall announce: **"Muster all restricted personnel on the**

**quarter deck with the Command Duty Officer."** NOTE: SATURDAY MUSTER TIMES (0600, 1030, 1400, 1630, 1830, 2200) AND SUNDAY MUSTER TIMES (0600, 1300, 1600, 1745, 2100)

c. Duty Platoon. (1845) and (2200) Midshipman Candidates shall announce: **"Now muster duty platoon\_\_\_\_\_ on the Quarterdeck with the Midshipman Candidate Duty Officer."** NOTE: SATURDAY MUSTER TIMES (0800, 1300, 2000) AND SUNDAY MUSTER TIMES (0730)

d. Sweepers. (0615-0635) and (1830-1850) Midshipman Candidates shall announce: **"Sweepers! Sweepers! Man your brooms! Give the barracks a clean sweep down fore and aft. Sweep down all ladders and passageways. Now Sweepers!"**

e. Liberty. (IAW the POD and Command Duty Officer discretion) The Command Duty Officer shall announce: **"Liberty Call! Liberty Call! Liberty commences at \_\_\_\_\_ to expire at \_\_\_\_\_, Now Liberty Call!"**

f. Taps. (2300 or IAW the POD) Midshipman Candidates shall announce: **"Taps! Taps! Lights out! All hands return to their racks and maintain silence about the decks. Now Taps."**

NAPSINST 5400.1B  
20 Jul 16

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## CHAPTER 6

### PERSONAL CONDUCT

601. STANDARDS OF CONDUCT. A Midshipman Candidate's dedication, commitment to excellence, and exemplary standards of conduct apply both on and off duty, in personal behavior, and in relations with others in the civilian and military communities. Midshipman Candidates must comply with the spirit and intent of all lawful rules, orders, regulations, directives, and instructions. Midshipman Candidates shall avoid any conduct that might reflect discredit upon the battalion or NAPS or that is in violation of any local, state, or federal law. Midshipman Candidates found to be unsatisfactory in conduct may be disenrolled if it is decided that their retention will not be in the best interests of the naval service.

602. BASIC PRINCIPLES AND OVERVIEW OF THE NAPS CONDUCT SYSTEM

a. The NAPS Conduct System is intended to correct and educate rather than be legalistic and punitive. Its purpose is to teach Midshipman Candidates to accept full responsibility for what they do or fail to do, and to place loyalty to the service above self-interest or loyalty to friends or associates. The procedures established and outlined in this instruction are discretionary to some extent and are designed partly to assist the chain of command in assembling all pertinent information prior to making judgment or submitting a report of unsatisfactory conduct and disenrollment recommendations to the CO.

b. The conduct system provides for counseling, reprimand, the award of demerits, the withholding of liberty (hereinafter referred to as "restriction"), conduct probation, and other appropriate sanctions including disenrollment. Procedures within the conduct system are purely administrative in nature and are not governed by the strict rules and procedures provided for in judicial proceedings. Procedural errors or irregularities in a conduct hearing normally do not invalidate the proceedings or any action of the chain of command. However, those constitutional rights inherent in administrative due process will be accorded each Midshipman Candidate.

c. All Midshipman Candidates are subject to this instruction and the conduct system as outlined in the NAPS Performance Conduct Manual as well as the provisions of local, state, and federal laws made applicable to members of the armed services pursuant to the UCMJ. All Midshipman Candidates are further subject to the provisions of U.S. Navy Regulations and applicable instructions and notices.

d. All Midshipman Candidates and personnel assigned to NAPS shall make themselves familiar with the NAPSINST 1610.1 (Series), NAPS Performance and Conduct Manual.

603. OVERVIEW OF THE HONOR CONCEPT AND ORGANIZATION

a. Honor Concept. The Naval Academy Preparatory School Midshipman Candidate Honor Concept is a simple standard of integrity to which every honorable person aspires. Simply stated:

**"Midshipman Candidates are persons of integrity:  
We stand for that which is right.**

We tell the truth and ensure that the full truth is known.

**We do not lie.**

We embrace fairness in all actions.

We ensure that work submitted as our own is our own, and that assistance received from any source is authorized and properly documented.

**We do not cheat.**

We respect the property of others and ensure that others are able to benefit from the use of their own property.

**We do not steal."**

The Honor Concept is based on the assumption that each individual has the moral courage and the desire to do the right thing because it is right, not through fear of punishment. Midshipman Candidates are expected to make conscious decisions regarding its application and to accept the moral consequences of their decisions. The Honor Concept not only applies to Midshipman Candidates while at NAPS or while in training at some other duty station, it also applies while on leave or liberty. Honor and personal integrity are expected to be basic to every Midshipman Candidate's life.

b. Organization. The specifics of the NAPS Honor Concept, to include its organization, are described in NAPSINST 1610.2 (Series). All Midshipman Candidates and personnel assigned to NAPS shall make themselves familiar with this instruction.

c. A sense of honor, responsibility, and accountability are required of all personnel assigned to NAPS. It is the Midshipman Candidate's responsibility to cultivate a sense of honor, duty and loyalty throughout the battalion. Not taking action after witnessing a dishonorable act is as discrediting to the ideals of military service as the act itself.

d. All Midshipman Candidates and personnel assigned to NAPS shall make themselves familiar with the NAPSINST 1610.2 (Series).

604. CONDUCT GRADING SYSTEM. A Midshipman Candidate's conduct average is calculated by averaging the point values as outlined in the NAPS Performance and Conduct Manual and will factor into their consideration for graduation and recommendation to the U.S. Naval Academy. Specific details regarding the conduct grading system can be found in NAPSINST 1610.1 (Series).

605. DATING/FRATERNIZATION. Fraternization is the traditional term used to identify personal relationships that violate the customary bounds of acceptable senior - subordinate relationships. Fraternization is a gender-neutral concept where there is an unduly familiar personal relationship between a senior and subordinate. These types of relationships are prejudicial to good order and discipline. Midshipman Candidates are junior enlisted personnel in an officer accession program and will conduct their personal relationships in a professional manner so as not to interfere with their military duties while promoting a positive command climate.

a. Midshipman Candidates are permitted to date other members of the NAPS battalion, outside their own platoon. If a relationship forms between members of the same platoon, the Midshipman Candidates shall submit a chit through their chain of command to advise them of the relationship. Dating couples will be moved to separate platoons.

b. Midshipman Candidates will not have personal relationships with Midshipman Candidates who are in the process of separating from NAPS. Examples include: Midshipman Candidates who have disenrolled on request, directed to disenroll, or prior service Sailors and Marines who are awaiting orders/transfer.

c. Refer to sexual misconduct section in this chapter for information on inappropriate behavior on NAPS property and grounds.

d. Socialization or personal relationships with military members onboard NAVSTA Newport who are permanent party personnel, students in training, or part of another officer accession program, is strictly prohibited. This does not apply to those participating in the NAPS sponsorship program.

e. Only Midshipman Candidates of the same sex are allowed in each other's rooms. One member assigned to the room must be present when those not assigned are present and doors must remain open. Additionally, no more than two M/Cs not assigned to the room may be present.

606. DISCRIMINATION. Midshipman Candidates will neither individually nor collectively discriminate against another individual or group because of race, sex, religion, sexual orientation, or cultural differences. Discrimination is defined as any act or failure to act that is based in whole or in part on a person's race, color, religion, sex, sexual orientation, or national origin and adversely affects



privileges, benefits, dignity, working conditions, differential treatment in employment conditions in past or present based on race, color, religion, sex, age, sexual orientation, or national origin.

607. HAZING

a. SECNAVINST 1610.2A, defines hazing as "...any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator." Hazing is a separation level offense.

b. The following principles will guide Midshipman Candidates in the exercise of authority over other Midshipman Candidates:

(1) Lead other Midshipman Candidates as you would reasonably and lawfully expect to lead enlisted Sailors and Marines in the fleet and operating forces of the Navy and Marine Corps. Practice leadership now, so that it will be useful later. Harassment or other deprivation of equal opportunity is always wrong. Any departures from this principle must be in accordance with existing regulations

(2) Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed only as necessary for training purposes. No amount of physical force is condoned, nor will it be tolerated.

608. MARRIAGE/PARENTHOOD/PREGNANCY

a. Midshipman Candidates shall not be married.

b. Parenthood is defined as having legal, financial or custodial obligations for a child or children, as determined by court adjudication, self-admission, or other evidence. Any Midshipman Candidate who becomes pregnant, causes the pregnancy of another, or incurs the obligations of parenthood, must report the condition to their chain of command. Midshipman Candidates who are pregnant or have incurred the obligations of parenthood and who fail to resign will be disenrolled from NAPS and the Naval Academy.

609. PROHIBITED FINANCIAL ACTIVITIES

a. Midshipman Candidates will not, without proper authority, either for themselves or as agents, engage in any business activity, financial dealing, employment, or introduce any article for purpose of trade within the limits of the NAPS.

b. Midshipman Candidates shall not:

(1) Engage in any business or commercial financial activity on NAPS grounds.

(2) Participate in any business or financial activity or represent any company that attempts to benefit or generate profit from interacting with members of the battalion.

(3) Except as provided by the Joint Ethics Manual, solicit contributions for gifts to a superior or accept gifts from other persons in government employment.

(4) Gamble in violation of Navy Regulations or federal, state, or local law.

(5) Seek or hold formal outside employment unless in an authorized leave/liberty status and specifically approved by the Commanding Officer.

(6) Accept, directly or indirectly, any gift or benefit from any contractor or other persons except as provided in the joint ethics regulation.

610. SEXUAL HARASSMENT

a. Sexual harassment is a form of sex discrimination that must meet three criteria. The behavior must:

(1) Be unwelcomed.

(2) Be sexual in nature.

(3) Occur in or have an impact on the work environment.

b. Acceptable Behaviors:

(1) Shaking hands or patting on the shoulder (non-sexual touching).

(2) Counseling on performance or military appearance.

(3) Giving polite compliment.

(4) Having a friendly conversation.

(5) Telling appropriate jokes.

(6) Showing concern or encouragement.

(7) Telling someone they look nice.

c. Unacceptable Behavior:

(1) Giving or getting rewards in return for sexual favors (quid pro quo).

(2) Making sexually explicit remarks.

(3) Making threats if sexual favors are not provided.

(4) Abusing authority to demand dates.

(5) Writing unwanted obscene letters or comments.

(6) Displaying suggestive posters or calendars (pictures, screensavers, etc).

(7) Leering or staring.

(8) Making lewd or sexually suggestive comments or jokes.

(9) Making personal physical adjustments that may be interpreted as inappropriate sexual gestures.

(10) Making repeated requests for dates.

(11) Using foul language.

(12) Violating personal space.

(13) Making inappropriate whistling sounds.

(14) Writing unwanted letters or poems.

d. Forms of Sexual Harassment include Physical, Verbal or Written, and Nonverbal. The following are examples of each situation:

(1) Verbal or written examples:

(a) Texting inappropriate comments of a sexual nature about clothing, personal behavior, or body.

(b) Making sexual innuendoes or sex-based jokes.

(c) Making threats if sexual favors are not provided.

(d) Requesting sexual favors or repeatedly asking a person out.

(e) Spreading rumors about an individual's personal or sexual life.

(2) Nonverbal examples:

(a) Following a person/stalking.

(b) Looking up and down a person's body.

(c) Making derogatory gestures or facial expressions of a sexual nature.

(d) Creating or displaying posters, drawings, pictures, screensavers, or emails of a sexual nature.

(3) Physical examples:

(a) Violating personal space.

(b) Giving unwelcome gifts or letters, particularly when these items have sexual overtones.

(c) Touching someone or self in a suggestive manner; "what does this look like?"

(d) Sitting on someone's lap.

e. Personnel found guilty of sexual harassment may receive one or more of the following:

(1) Counseling.

(2) Negative entries into evaluations.

(3) Punishment under either the UCMJ, Article 92 or NAPS Conduct System.

(4) Separation from naval service.

(5) Military personnel may be processed for administrative separation on the first substantiated incident of sexual harassment involving any of the following:

(a) Actions, threats, or attempts to influence another's career in exchange for sexual favors.

(b) Physical contact of sexual nature that is in violation of the UCMJ.

f. There are multiple paths available for reporting sexual harassment and sexual assault (see para 512.c). All Midshipman

Candidates should be aware of the various resources, reporting paths and avenues of resolution and redress available. At a minimum, these paths include the following trained personnel in this paragraph and paragraph 512.c who are responsible to the Commanding Officer to provide sexual harassment and sexual assault intervention options to victims.

g. Reporting Sexual Harassment:

(1) CMEO (Command Managed Equal Opportunity) Manager. Designated officer or senior enlisted who serves as the single-point of contact for Equal Opportunity (EO), Sexual Harassment and discrimination issues. The CMEO manager shall report EO matters to the commander when applicable

(2) Health Care Providers. Mental health professionals (psychiatrists, psychologists, licensed clinical social workers).

(3) Pastoral Care Providers. NAPS assigned and supporting Chaplains.

(4) Chain of Command. Company Officers, Senior Enlisted Leaders, faculty and supervisors familiar with NAPS procedures and available resources for appropriate referral.

611. SEXUAL MISCONDUCT

a. Sexual misconduct is sexual acts deemed indecent at the Naval Academy, NAPS or other designated places, as well as acts committed under certain circumstances that are service discrediting or prejudicial to good order and discipline. The term "indecent conduct" means that form of immorality relating to sexual impurity that is grossly vulgar, obscene, and repugnant to common propriety, and tends to excite sexual desire or deprave morals with respect to sexual relations. Indecent conduct includes observing, or making a videotape, photograph, motion picture, print, negative, slide, or other mechanically, electronically, or chemically reproduced visual material, without another person's consent, and contrary to that other person's reasonable expectation of privacy. Sexual misconduct includes consensual sexual intercourse or sexual acts (oral sex, fondling or groping, etc.) on NAVSTA Newport and NAPS buildings and grounds to include, but not limited to, Ripley Hall, Perry Hall, Gym 302 or 1801, and/or personal vehicles located on base parking lots.

612. SEXUAL ASSAULT

a. Sexual Assault is defined as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated

sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts. General definitions are provided below, but are not all-inclusive. For further guidance and exact definitions, refer to UCMJ articles 120, 125, and 134.

(1) Rape - A forced sexual act committed against a person without consent or with threats or intimidation.

(2) Sexual act - Contact between the penis, vulva, anus or mouth involving penetration, however slight with another part of the body or any object with the intent to abuse, humiliate, harass, or degrade any person or to arouse or gratify the sexual desire of any person.

(3) Sexual contact - Touching, or causing another person to touch, either directly or through the clothing, the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, with an intent to abuse, humiliate, or degrade any person; or any touching, or causing another person to touch, either directly or through the clothing, any body part of any person, if done with an intent to arouse or gratify the sexual desire of any person. Touching may be accomplished by any part of the body.

b. Assault is an attempt or offer with unlawful force or violence to do bodily harm to another, whether or not the attempt or offer is consummated. It must be done without legal justification or excuse and without the lawful consent of the person affected. "Bodily harm" means any offensive touching of another, however slight.

c. There are two types of reporting options for sexual assaults:

(1) Restricted reporting - In accordance with USNAINST 5354.5C and to encourage victims to come forward for help and provide NAPS leadership situational awareness and a better sense of command climate, an option for confidential disclosure, or Restricted reporting is available. Midshipman Candidates may confidentially disclose sexual assault to specified personnel without triggering an official investigation and without identifying personal information being included in command notification. Restricted reports are reported to the Sexual Assault Response Coordinator (SARC), who notifies the chain of command; but no identifying information is reported. Victims will be offered appropriate care, treatment, advocacy, support, and clarification of the reporting process. To make a Restricted report, victims must report to one of the following:

(a) SARC - Naval Station Newport's designated primary point of contact to coordinate sexual assault victim care (from initial report through disposition and resolution). The SARC has oversight responsibility for the Naval Station's Sexual Assault Prevention and Response Program including coordination of victim care, case management and ensuring that training requirements are met.

(b) Victim Advocate - Volunteer officers, enlisted, and civilians who complete formal Sexual Assault Prevention and Response (SAPR) Victim Advocate Training in accordance with Fleet standards. Victim advocates provide emotional support, assistance, and information to victims from initial report through resolution. NAPS Victim Advocates are listed in the Plan of the Day. In addition, the Department of Defense Safe Helpline provides quick and confidential assistance worldwide, 24/7 at 1-877-995-5247.

(c) Healthcare Provider [Naval Health Clinic New England (NHCNE), NAPS Medical Staff, Fleet and Family Support Center (FFSC)] - USN or NAPS military and civilian healthcare practitioners [physicians and psychotherapists (psychiatrists, psychologists, licensed clinical social workers), nurses, physician assistants, hospital corpsmen, and any other persons providing direct patient care].

(2) Unrestricted reporting - Victims may disclose a sexual assault as an Unrestricted report that includes identifying personal information (only to those with an official need to know). Unrestricted reports may be made to any of the personnel identified for Restricted reports above, as well as law enforcement, duty officers, and the victim's chain of command. Such reports will result in command notification and may trigger an investigation or other follow-up. Victims will be afforded appropriate care, treatment, advocacy, support, and clarification through the reporting, medical, investigative, and legal processes.

(3) Anonymous Reporting - Midshipman Candidate victims may also disclose a sexual assault as an "Anonymous" at civilian facilities in the State of Rhode Island. This allows for a confidential Sexual Assault Forensic Exam (SAFE) to be performed without alerting Law Enforcement Agencies or providing victim identifying information on the SAFE kit. This is similar to the military restricted report.

(4) Sexual Assault Response, Guidance, Understanding, Information, Direction, and Education (SAPR GUIDE) - Are volunteer Midshipman or Midshipman Candidates who provide peer resources and have completed a tailored Victim Advocate Training Course. GUIDES provide information, initial support, and referral assistance but CANNOT take a restricted report.

#### 613. WRONGFUL USE, POSSESSION, ETC., OF CONTROLLED SUBSTANCES

a. Navy policy on drug abuse is simple and clear - zero tolerance. Navy personnel, to include Midshipman Candidates, determined to be unlawfully using, possessing, promoting, manufacturing, or distributing drugs and/or drug abuse paraphernalia shall be disciplined, as appropriate, processed for administrative separation and disenrolled from NAPS.

b. Drug abuse includes the wrongful use, possession, manufacture, or distribution of a controlled substance. Drug abuse also includes the unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and/or prescribed or over-the-counter drugs or pharmaceutical compounds with the intent to induce intoxication, excitement, or stupefaction of the central nervous system, and will subject the violator to punitive action under the UCMJ and/or adverse administrative action. Examples of other substances, the wrongful use of which constitutes drug abuse, includes, but is not limited to the following:

(1) Products that contain synthetic cannabinoid compounds, such as spice, genie, blaze, dream, ex-ses, spark, fusion, dark knight, yukatan fire, and k2.

(2) Natural substances such as salvia divinorum and mushrooms.

(3) Common items abused by inhaling or huffing, such as dust-off, glue, paint thinner, gasoline.

(4) Over-the-counter products such as robitussin and coricidin hbp.

(5) Prescription medications such as oxycodone, vicodin, adderal and valium.

(6) Steroids.

c. Midshipman Candidates who wrongfully possess controlled substances analogues (designer drugs), salvia divinorum, or products containing synthetic cannabinoid compounds (including the products in para b.1 above) may be subject to punitive action under the UCMJ, adverse administrative action, or both.

d. The possession of drug paraphernalia, which includes but is not limited to, rolling papers, roach clips, pipes and hypodermic syringes, is unlawful and prohibited.

e. Testing positive during a urinalysis for a controlled substance, illegal drug or a legal drug not prescribed, may be considered a drug-related incident and grounds for separation.

f. Violation of the Navy's Drug Policy as delineated in OPNAVINST 5350.4D will result in disciplinary action and possible disenrollment. Violation of local, state, and federal drug laws could result in subsequent action by appropriate civilian authorities.

614. MIDSHIPMAN CANDIDATE ACADEMIC INTERVENTION REPORT. Academic performance is a military obligation. Midshipman Candidates are



responsible for being at the correct place at the correct time. Midshipman Candidates shall handle themselves in a manner that enhances the learning atmosphere of the classroom. Midshipman Candidates are expected to behave with a level of decorum conducive to learning in the classroom. More specifically, students will refrain from disruptive classroom behavior. Instructors who have a Midshipman Candidate exhibiting behavior that interferes with their academic performance and considered discipline problems shall report those Midshipman Candidates using the Academic Intervention Report (AIR). Additionally, the AIR will be used to report issues such as failure to attend mandatory EI or review sessions and other items detrimental to a student's academic performance whether in or out of the classroom. The instructor will generate an electronic AIR and submit the AIR to his/her Supervisor with a courtesy copy to the Midshipman Candidate. The AIR will be routed up the chain of command for disposition, (see figure 6-A).

615. CONDUCT AND HONOR INCENTIVES. On every deck to include the Quarter Deck there is a Conduct and Honor Tracker which the Company Executive Officer (XO) is responsible for updating daily using the Plan of the Day (POD). If there are no infractions for the set period of days listed below in both Conduct and Honor the following will be awarded to the Company(s) who meet the below requirements. The day on which the Company can perform each of the below incentives will be determined by the CO, but must be used within three weeks of earning incentive.

- a. 30 days - Track suits for class for one day.
- b. 60 days - Company movie night/movie pass.
- c. 90 days - One extra overnight liberty.

### ACADEMIC INTERVENTION RECORD

Instructor	<input style="width: 90%;" type="text"/>	Date	<input style="width: 90%;" type="text"/>	Class Section	<input style="width: 90%;" type="text"/>
M/C Name	<input style="width: 90%;" type="text"/>	Alpha	<input style="width: 90%;" type="text"/>	Company-Platoon	<input style="width: 90%;" type="text"/>
<b>Reason for AIR (check those that apply)</b>					
<input type="checkbox"/> Unprepared for class			<input type="checkbox"/> Isolated conduct issue - disruptive behavior, sleeping, etc.		
<input type="checkbox"/> Late assignments			<input type="checkbox"/> Incomplete homework (including failure to do/attempt)		
<input type="checkbox"/> Missing assignments			<input type="checkbox"/> Lack of respect toward instructor or peer		
<input type="checkbox"/> Chronic disruptive behavior			<input type="checkbox"/> Chronic sleeping		
			<input type="checkbox"/> Other		
<b>Further explanation if needed:</b>					
<b>Instructor counseling or intervention plan (include completion date if applicable)</b>					
<input type="checkbox"/> Issue resolved by instructor			<input type="checkbox"/> Request further action by Chain of Command		
<b>Review by Chain of Command</b>					
<input type="checkbox"/> Supervisor					
<input type="checkbox"/> Dean					
<input type="checkbox"/> Executive Officer					
<b>Comments by COC</b>					
<b>Action recommended by Company Officer</b>		Date <input style="width: 100px;" type="text"/>			
<b>Action taken by Military Staff</b>		Date <input style="width: 100px;" type="text"/>			

Figure 6-A

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**CHAPTER 7****LEAVE AND LIBERTY**

701. AUTHORIZED ABSENCE. The following are authorized absences: movement orders, sick call, dental appointments, and previously authorized absences approved by the NAPS staff chain of command to include but not limited to the student's Company Officer and/or SEL. No Midshipman Candidate will be absent from their appointed place of duty without proper authority. Absence for any reason other than movement orders, sick call (must receive a chit) or dental appointments must be approved by the Company Officer or SEL. If an absence involves missing class, Midshipman Candidates shall inform their instructors via e-mail no less than 24 hours prior to missing a class (72 hours if on an approved movement order). If for academic reasons, an instructor feels that missing class would be ill-advised, the instructor will notify the Academic Dean and appropriate Company Officer via the Division Supervisor, (refer to Chapter 1 for explanation of medical treatment, movement order policies, and daily battle rhythm).

702. AWARDING OF LIBERTY. Liberty at NAPS is a privilege that is awarded to those M/C's who meet criteria based on performance of a combination of academic, military, and physical fitness benchmarks and achievements.

a. Weekend liberty begins at the discretion of the Commanding Officer/Battalion Officer.

(1) With the exception of open house, there is no overnight liberty in MP1.

(2) Weekend liberty concludes at 1830 on Sunday for all Midshipman Candidates with the exception of those Midshipman Candidates who are on Academic Probation, (as determined by the Academic Dean; see section 808 of this instruction). Liberty will expire at 1430 on Sunday afternoon for those Midshipman Candidates on Academic Probation. The liberty policy outlined in this instruction does not cover holidays or extended weekends. Holiday and extended weekend liberty policy will be promulgated separately in the POD. Table 7A provides a quick reference guide for the awarding of liberty based on Midshipman Candidates overall performance. When Monday is a recognized Holiday, early expiration of liberty for those on Academic Probation will be on the day of the Monday holiday.

b. Appropriate civilian attire will be worn when Midshipman Candidates are awarded liberty. Any senior military member or watch stander (i.e., Officer of the Deck or Security Rover) is authorized to refuse liberty to Midshipman Candidates not in appropriate attire. Midshipman Candidates are required to sign-out in the company liberty log when they depart Ripley Hall and

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sign-in upon return. Midshipman Candidates remaining in Ripley Hall during study periods must comply with all regulations.

c. Midshipman Candidates who intend to exceed the 200 mile liberty boundary, are required to submit a special request chit through their chain of command, as indicated in Section 110. Out of bounds (>200 miles) liberty will only be granted if a specific destination and purpose for the request has been annotated along with an approved travel plan. Midshipman Candidates driving out of bounds via a privately owned vehicle are required to submit a TRiPS--The Travel Risk Planning System plan--to their Company Officer for approval prior to departure (TRiPS is located at <http://www.safetycenter.navy.mil/ashore/motorvehicle/TRiPS/default.htm>). Additionally, each request form must include a recall phone number. **No Midshipman Candidate will purchase a travel ticket (plane, train, boat etc.) until their chit has been approved or given direct permission from their Company Officer.**

d. Midshipman Candidates who are unable to take the PRT due to limited duty chits or PRT waivers but would otherwise qualify for a performance award may submit a special request chit through the chain of command to the Battalion Officer to petition for liberty privileges commensurate with their performance.

e. Weeknight liberty on Tuesday through Thursday expires at 2145. Sunday liberty expires at 1830, (with the exception of those Midshipman Candidates on Academic Probation). Liberty is not authorized during the academic day before 1800.

f. It is important to note that there may be occasional mandatory training or study sessions that occur during normal liberty hours; such training may preclude or limit liberty times.

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Ring #	Candidate Status	QPA <sub>5</sub>	With No Grade Below	Conduct	PFA <sub>4</sub>	T U E S <sub>1</sub>	W E D <sub>1</sub>	T H U R <sub>1</sub>	F R I <sub>2</sub>	S A T <sub>3</sub>	S U N	Weekend Overnights (per MT) <sub>6</sub>	Liberty Expires
1	Superintendent's List <sub>3</sub>	≥3.70	B	A	PASS	X	X	X	X	X	X	ALL	Sunday 1830
2	CO's List <sub>3</sub>	≥3.40	B	A	PASS		X	X	X	X	X	ALL	Sunday 1830
3	Dean's List <sub>3</sub>	≥3.10	C+	A	PASS			X	X	X	X	4	Sunday 1830
4		≥2.80	C	B	N/A				X	X	X	4	Sunday 1830
5		≥2.50	C	B	N/A				X	X	X	3	Sunday 1830
6		≥2.20	D	C	N/A				X	X	X	2	Sunday 1830
7	On Academic Probation	<2.20	N/A	N/A	N/A				X	X	X	1	Sunday 1430
<p>1. Weeknight liberty will not be awarded until MP1 is complete. Prior to the completion of MP1, weeknight liberty will only be allowed on a case by case basis with an approved special request chit. Weeknight liberty is from 1800 until 2145.</p> <p>2. Friday night liberty will be from 1800-2345.</p> <p>3. Saturday overnight liberty will not be awarded until after open house weekend. Prior to open house weekend, weekend overnight liberty will only be allowed on a case by case basis with an approved special request chit.</p> <p>4. Midshipman Candidate must not have been subject to an Academic Record Review in the most recent Marking Term.</p> <p>5. As soon as the PFA is passed, the ring earned will be adjusted. PFA failures must log in 2 hours of PT in the Remedial PT Log on either Saturday or Sunday during liberty hours, regardless of overnight status.</p> <p>6. QPA refers to the latest MT QPA.</p> <p>7. No overnights will be allowed on the weekends between final exams.</p> <p>8. Midshipman Candidates with a Conduct Grade below A may be placed into their normal ring of liberty after successful completion of a conduct remediation plan.</p>													

Table 7-A

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703. SPECIAL REQUEST CHITS

a. Special request chits are required in one or more of the following situations (summarized in Table 7-B):

(1) A Midshipman Candidate intends on traveling greater than 200 miles during a normal liberty period

(2) A Midshipman Candidate requests to have an overnight on a night when the battalion does not have overnight liberty

(3) A Midshipman Candidate intends on missing class or other military obligations, (not to exceed a period of 96 hours).

b. The final approving authority for special request chits will be the Midshipman Candidate's Company Officer with the following limitations:

(1) The maximum distance of the Midshipman Candidate's destination is within 300 miles via any means of transportation

(2) The Midshipman Candidate has a TQPA, (the most recent MTQPA or MPQPA), greater than 2.20 with concurrence from all teachers and coaches.

(3) The liberty does not involve absence from any academic courses or mandatory battalion functions.

c. The final approving authority for special request chits will be the NAPS Battalion Officer in the following situations:

(1) The maximum distance of the Midshipman Candidate's destination is greater than 300 miles but less than 400 miles from NAPS

(2) The Midshipman Candidate has a TQPA of 2.20 or less with concurrence from all teachers, coaches, Athletic Director, and Academic Dean.

704. LEAVE REQUEST. Midshipman Candidates are afforded leave during the Thanksgiving, winter and spring breaks (see the Ops Calendar). If a Midshipman Candidate is requesting travel for more than 96 hours, he/she will be required to submit a formal leave chit. The requested number of days will be subtracted from the Midshipman Candidate's leave balance. Requests for leave outside of the planned blocks require the Midshipman Candidate to get signature-approval from all the Midshipman Candidate's Instructors and Coaches/Athletic Director, Company Officer, Academic Dean, Battalion Officer, and Commanding Officer. The granting of annual leave outside of the scheduled breaks during the academic year is the exception not the rule. Midshipman Candidates driving a privately owned vehicle a distance more than 200

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miles on leave are required to submit a TRiPS--The Travel Risk Planning System plan--to their Company Officer for approval prior to departure, (TRiPS is located at <http://www.safetycenter.navy.mil/ashore/motorvechicle/TRIPS/default.htm>).

a. Leave requests are generated through the Navy Standard Integrated Personnel System (NSIPS) with exception of all prior service Marine Midshipman Candidates. In September, Midshipman Candidates will receive an e-mail from their Company Officer with a power point attachment on how to establish an NSIPS account. All Midshipman Candidates must create their NSIPS account by the end of October to avoid complications during the winter leave period. If for any reason Midshipman Candidates have leave outside of the planned blocks, they must print out a leave form and obtain a signature from all the Midshipman Candidate's Instructors and Coaches/Athletic Director, Company Officer, Academic Dean, Battalion Officer, and Commanding Officer. (Access NSIPS at <http://www.public.navy.mil/bupers-npc/organization/npc/IM/corporatessystems/Pages/nsips.aspx>)

b. Prior service Marine Midshipman Candidates will utilize their Marine Online accounts to generate their leave.

705. HOLIDAY AND POST-GRADUATION LEAVE/LIBERTY. Midshipman Candidates have an equal opportunity to utilize holiday/post-graduation liberty and leave periods. However, any failure of a Midshipman Candidate to meet academic, conduct, or physical readiness standards could result in the forfeiture of leave/liberty periods for remediation.

706. BRAVO ZULU (BZ) CARDS. BZ cards are handed out by Company Officers, Senior Enlisted Leaders (SELs), or Command TRIAD members on a case-by-case basis to reward performance or effort in Academics, Conduct, Physical Readiness Test (PRT) standards, or overall teamwork in the battalion. They are redeemed at the Company Officers discretion and can be used Friday, Saturday, or Sunday, if it is a holiday weekend. The Executive Officer is overall responsible for an audit of this incentive to ensure fairness throughout the Battalion. However anyone can submit a shipmate for a BZ card.



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707. QUICK REFERENCE GUIDE TO SPECIAL LIBERTY AND LEAVE

## REQUIRED SIGNATURES/APPROVAL

CIRCUMSTANCES

Circumstance of Request	Type of Chit Required	Company SEL	Company Officer	Command SEA	Executive Officer	Commanding Officer
Distance greater than 200 miles / Less than 300 miles	Special Liberty Request	X	X			
Distance greater than 300 miles / Less than 400 miles	Special Liberty Request	X	X	X	X	
Irregular overnight	Special Liberty Request	X	X	X	X	
Missing class / military obligations less than 96 hours	Special Liberty Request	X	X	X	X	
Distance Greater than 400 miles	Special Liberty Request	X	X	X	X	X
TQPA of 2.20 or less	Special Liberty Request	X	X	X	X	
Time exceeds 96 hours	Leave	X	X	X	X	X
Travel OCONS	Leave	X	X		X	X

**ADDITIONAL NOTES:** Any Midshipman Candidate on Academic Probation or in special academic remediation programs (e.g. Foundation Math Remediation Program) who will be missing classes or mandatory work/study periods must have request signed by the Academic Dean. Any Midshipman Candidate on remedial PT must have request signed by the Remedial PT Coordinator or Athletic Director. All athletes must route their chit through their Coach if it impacts a movement order or remedial PT before routing to their Company Staff.

Table 7-B

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**CHAPTER 8****ACADEMIC ADMINISTRATION (reference information for Midshipman Candidates)**

801. OFFICE OF THE ACADEMIC DEAN. The Academic Department contains the following divisions:

- a. Chemistry
- b. English
- c. Learning Skills
- d. Mathematics
- e. Physics
- f. ACT Prep

802. ACADEMIC YEAR

a. The Academic Year (AY) has three Marking Periods (MP) known simply as MP1, MP2, and MP3.

803. ASSIGNMENT TO ACADEMIC PROGRAM. All Midshipman Candidates are expected to put forth a diligent effort in support of their work in each academic subject area. All Midshipman Candidates should strive to perform to the best of their ability. Midshipman Candidates are assigned to distinct academic tracks in each technical subject in order to provide a suitable challenge. The NAPS experience has the greatest value when each Midshipman Candidate achieves beyond their previously recognized capabilities. A demonstrated commitment to diligence and excellence is an important companion to demonstrated knowledge of facts and processes.

a. Required Course Load

(1) During the academic year, Midshipman Candidates will study four courses: English, Mathematics, Chemistry, and Physics. In addition, Midshipman Candidates may be enrolled in life skills, Learning Skills and ACT Prep courses.

(2) Courses may initially have up to three programs of study, also called "tracks." In each discipline, the Foundation Program covers topics essential to preparation for the Naval Academy work. The Intermediate Program covers the same topics in the Foundation Program at a faster pace and, generally, with greater rigor. The Advanced Program covers topics beyond the Foundation and Intermediate Programs.

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(3) All English, Mathematics, Chemistry, and Physics courses are three Marking Periods in duration.

(4) The breakdown for class meetings by subject per week:

(a) Chemistry - four classes

(b) English - four classes

(c) Learning Skills - once a week for all Midshipman Candidates during one Marking Period and may continue weekly for some throughout the academic year.

(d) Mathematics - five classes

(e) Physics - four classes

(f) ACT Prep - once a week

b. Placement and Scheduling. Prior to the start of classes, course assignments, track placement and class scheduling occur according to procedures approved by the Academic Dean. The procedures include diagnostic testing and a review of the Midshipman Candidate's previous academic record.

c. Schedule of Classes. Midshipman Candidates will receive class schedules prior to the commencement of classes.

d. Schedule Changes

(1) Instructors and academic Division Supervisors may initiate a schedule change

(2) The Academic Dean must approve a schedule change whether the change requires a program or section change.

(3) If a Midshipman Candidate believes a program change is required and has met the guidelines listed in (4) below, then he/she may initiate a schedule change by submitting a request to the pertinent instructor (preferred) or Division Supervisor. After the instructor and the Division Supervisor have discussed the circumstances related to the Midshipman Candidate, the supervisor will make a decision and notify the Midshipman Candidate and other staff members if a change is or is not made.

(4) General guidelines to support a program change are:

(a) Significant attempts to complete all homework on time.

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(b) Good preparation for class.

(c) Participation in class.

(d) Regular Extra Instruction attendance with classroom professor and/or Supplemental Instructor(s) or Tutors.

804. CLASS SCHEDULES. Academic day schedules include regular class day, test day, and flex day schedules. The test period on test days will be from 0745 to 0900. When weather or other circumstance prohibits starting classes at 0745, then classes will follow the test day schedule. On flex days, the afternoon activity will begin at 1330.

<u>PERIOD</u>	<u>REGULAR</u>	<u>TEST DAY / DELAY</u>	<u>FLEX DAY</u>
First	0740-0855	0910-1010	0740-0840
Second	0900-1015	1015-1115	0845-0945
Third	1020-1135	1220-1320 <sup>#</sup>	0950-1050
Lunch	1150-1225	1120-1215 <sup>#</sup>	1200-1300*
Fourth	1250-1405	1325-1425	1055-1155*
Fifth(EI)	1415-1530	1430-1530	N/A

<sup>#</sup>Lunch before Third Period    \*Lunch after Fourth Period

Note: Friday EI may be superseded by Military Instruction.

#### 805. GRADES

a. Grade assignments are on a percentage, letter and quality points basis.

<u>Grade</u>	<u>Description</u>	<u>Letter</u>	<u>Quality Points</u>
90-99	Superior	A	4.0
85-89	Above Satisfactory	B+	3.5
80-84	Above Satisfactory	B	3.0
75-79	Satisfactory	C+	2.5
70-74	Satisfactory	C	2.0
65-69	Below Satisfactory	D+	1.5
60-64	Below Satisfactory	D	1.0
≤59	Unsatisfactory	F	0

b. Midshipman Candidates in an advanced track will receive an additional five-tenths (.5) of a quality point when grades of a D or higher are earned.

c. Midshipman Candidates in an intermediate track will receive an additional two-tenths (.2) of a quality point when grades of a D or higher are earned.

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d. Midshipman Candidates in a remedial program, designated as fundamental track, will receive a negative seven-tenths (.7) of a quality point when grades of a D or higher are earned.

e. Grade statistics terms are defined as follows:

(1) Mid-Term Quality Point Average (MTQPA) is the average of quality points attained for courses during the first half of a Marking Period.

(2) Marking Period Quality Point Average (MPQPA) is the average of quality points attained for courses during a Marking Period.

(3) Cumulative Quality Point Average (CQPA) is the average of the current MPQPA with previous MPQPAs. The CQPA assigned at the Mid-Term is the average of the current MTQPA with the previous MPQPAs. The Mid-Term CQPA projects what the CQPA will be at the end of the Marking Period if the Midshipman Candidate's end of term grades are the same as their Mid-Term grades.

#### 806. METHOD OF GRADING

a. Calculation of MTQPA and MPQPA:

(1) Convert class letter grades to quality points.

(2) Add 0.2 or 0.5 for intermediate and advanced courses, respectively, and subtract 0.7 for fundamental courses. Failing averages in any course of study shall not be awarded bonus points

(3) Total the quality points from each class

(4) Divide this sum by 4.

b. For each course, calculate the Cumulative Quality Points (CQP) at the end of the year by taking the average of the quality points for that course for the three Marking Periods.

c. Midshipman Candidates with less than a 2.2 quality point average (MTQPA, MPQPA or CQPA) or who are failing a course (cumulative or current) are doing unsatisfactory work.

#### 807. APPOINTMENT TO USNA

a. Requirements for CO's Recommendation:

(1)  $CQPA \geq 2.2$  at the end of Academic Year

(2) Cumulative Quality Points  $\geq 2.0$  for each course

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- (3) Passing the Physical Readiness Test (USNA Standards)
- (4) Meeting body fat standards
- (5) Satisfactory Conduct and Aptitude
- (6) Consistent or improving academic performance
- (7) Consistent or improving ACT scores
- (8) Applying for all available nomination sources.

b. The Superintendent has final approval authority

c. NAPS recognizes as graduates those students who receive an appointment. Students who successfully complete all academic requirements but are not offered an appointment due to medical disqualification will also be recognized in the graduation ceremonies and on their transcripts.

#### 808. ACADEMIC PROBATION

a. A student's status is "Academic Probation" when any one of the following conditions is met.

(1) F or I for a course in the most recent midterm or marking period.

(2) TQPA < 2.2 in the most recent midterm or marking period.

(3) CQPA < 2.2 in the most recent midterm or marking period.

(4) A Record Review determines the student's performance requires attention normally associated with academic probation.

(a) A student on academic probation has limited privileges as described in Table 7-A.

(b) A student on academic probation has additional study and reporting responsibilities as follows.

1. Schedule and obtain EI as directed by instructors and the Record Review. Document EI as directed by your Essential Study Skills instructor.

2. On Sunday afternoons from 1500 to 1700 log your study in the Academic Center or with an instructor/tutor.

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809. SUPERINTENDENT'S, COMMANDING OFFICER'S, AND DEAN'S LISTS

a. At the completion of each Marking Period, a NAPS Notice will announce the Midshipman Candidates who meet the requirements for selection to the following lists:

(1) Superintendent's List. Midshipman Candidates who receive an academic GPA of 3.70 (MPQPA) or higher with no course grade below 3.0 quality points for the grading period will receive a Commanding Officer's certificate and a silver star. Must have passed the PRT and have an A in conduct.

(2) Commanding Officer's List. Midshipman Candidates who receive an academic GPA of 3.40 (MPQPA) or higher with no course grade below 3.0 quality points will receive a Commanding Officer's certificate and a gold star. Must have passed the PRT and have an A or B in conduct.

(3) Dean's List. Midshipman Candidates who receive an academic GPA of 3.10 (MPQPA) or higher with no course grade below 2.50 quality points for the grading period receive a Commanding Officer's certificate. Must have passed the PRT and have an A or B in conduct.

b. At year end, Midshipman Candidates who have met the requirements of the respective lists for the academic year will receive recognition in the printed program. End of Year academic requirements are the same as for the Marking Period, but pertinent to the final CQPA and cumulative course grades. The physical fitness requirement is for the MP3 testing. The conduct grade reflects the average of the MP1, MP2, and MP3 standard (at least 2 A's, at most 1 B) plus the period from the end of MP3 to the appointment ceremony.

810. ADMINISTRATION OF GRADE TRANSCRIPTS

a. The following information appears on each transcript:

(1) Marking period grades (letter and quality points) for each course

(2) Trimester (TQPA) and cumulative (CQPA) quality point average for each trimester

(3) Student ID#, date of birth, class year, and class size

(4) Dates of administrative actions (entered and completed or withdrawn).

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b. Midshipman Candidates may inspect their transcripts by contacting the Registrar.

c. Arrangements to have a transcript sent to other institutions may occur by contacting the Registrar and fulfilling procedural requirements in accordance with the Freedom of Information Act and the Privacy Act. See S:\Registrar for a form to fill in and email to Arendt@naps.edu. NAPS requires no fee for this service.

d. NAPS retains transcripts indefinitely.



## CHAPTER 9

### ACADEMIC REGULATIONS

901. FIRE BILL. All Midshipman Candidates will familiarize themselves with the fire bill posted in Perry Hall.

902. TEXTBOOKS AND MATERIALS

a. Midshipman Candidates buy their own text books, i>clickers, and calculators and may participate in a book buy-back program at the end of the academic year.

b. Midshipman Candidates will furnish other materials such as pencils, pens, and paper.

c. Midshipman Candidates may use non-programmable and non-graphing scientific calculators as directed in all programs in Mathematics, Chemistry and Physics. The Advanced Mathematics and Advanced Chemistry programs may, on occasion, use graphing calculators, but it is not necessary to have one.

903. ABSENCE FROM CLASS/TARDINESS

a. If a Midshipman Candidate must miss class or be late to class, he/she will notify his/her instructor in person or via e-mail and will coordinate with the instructor for a program to make up missed work. Whenever possible, such as with movement orders, assigned work will be submitted in advance of the class to be missed. The following are acceptable reasons for missing or being late to class:

(1) Meetings with, or specifically directed by, the Commanding Officer, Executive Officer, Command Senior Enlisted Leader, or Academic Dean.

(2) Approved movement orders, leave or sick-in-quarters

(3) Medical appointments scheduled by the NAPS medical representative on a not-to-interfere basis to the maximum extent practicable.

b. Reasons other than those listed above do not take priority over class. The following are examples of unacceptable reasons for missing class:

(1) Meetings (other than those listed above), striper duties, extra instruction. If meeting with a staff member threatens to cause a Midshipman Candidate to be late to class, that Midshipman Candidate must respectfully request to be excused to attend class. The Midshipman Candidate will be responsible for continuing that meeting at a mutually agreed-upon time.

(2) Trips to the exchange, commissary, barbershop, dry cleaners, or uniform store, or any other errands.

(3) Posing for yearbook photos.

(4) Self-diagnosed illness or injury. Midshipman Candidates shall seek immediate medical attention for any condition requiring them to miss class and shall not determine their own treatment

(5) Treatment by the trainer.

c. After an absence, the Midshipman Candidate will obtain class notes from another member of the section, read class notes and pertinent portions of the textbook, and, if necessary, meet with the instructor to clarify questions about missed material, to make up an in-class quiz or writing exercise, and to verify required assignments.

d. Midshipman Candidates will not enter classrooms late (after class convenes), without permission from the instructor. Midshipman Candidates will observe proper military courtesy to request admission. At the end of class, the Section Leader will change the reason code in the muster report to tardy.

e. The NAPS medical representative will schedule the vast majority of all dental, vision, and medical appointments. Midshipman Candidates will schedule all appointments (medical or otherwise) during free periods.

#### 904. ACADEMIC SECTION LEADERS

a. Academic Section Leaders will:

(1) Be assigned by instructors.

(2) Call the section to attention upon the start of class or as directed by the instructor.

(3) Notify the pertinent Academic Supervisor or the Academic Dean in person if any instructor does not arrive within five minutes after the beginning of a period. The class shall not be dismissed until released by the Supervisor or Dean.

(4) At the conclusion of each class, assign Midshipman Candidates to erase and clean whiteboards, arrange desks in an orderly fashion, dispose of debris, and secure electrical equipment. If class is the last held in a room for that day, also wash whiteboards, empty trash bins, close windows, lower blinds, turn off lights, and lock the door.

(5) Be aided in the performance of duties by the Assistant Section Leader who will assume the Section Leader's duties when the Section Leader is absent.

b. The Academic Section Leader, following the muster and after the instructor enters the classroom, but not before the bell, will present the section as directed by the instructor, for example:

          "Class, attention."  
          "Section \_\_\_\_\_ is mustered."  
          "All present" or "All present except Midshipman  
Candidate(s) \_\_\_\_\_."

c. The Instructor will acknowledge the report and direct the Midshipman Candidates to take their seats. Instructors are responsible for an accurate muster. If the instructor believes that a Midshipman Candidate's absence is unauthorized, the instructor will review the Plan of the Day (POD), Movement Orders, and Medical Appointment List (S:\Medical\Appointments), to verify the absence. If the instructor, with the aid of the Section Leader and tools identified above, cannot verify that the absent Midshipman Candidate is on authorized absence, the instructor will submit an unauthorized absentee report via NSTAR. The Midshipman Candidate's Company Officer will conduct an inquiry to determine whether the absence was authorized or unauthorized. If the Midshipman Candidate's absence was authorized, then no further action is required. If the Midshipman Candidate's absence was unauthorized, the Company Officer will determine appropriate corrective action and record the event in the Midshipman Candidate's record jacket and NSTAR.

d. During instructional periods, the Section will not come to attention unless the instructor calls the class to attention.

e. At the conclusion of class, the instructor will place the Section Leader in charge to dismiss the section.

f. The Academic Section Leader will maintain proper decorum in the classroom in the absence of the instructor.

905. STUDY PERIODS. During MP1, unscheduled hours during the academic day are study periods. During MP2 and MP3, unscheduled hours may be used as free periods. When authorized, Midshipman Candidates may use free periods during the school day as personal time for haircuts, etc. Free periods are not liberty.

906. CHEATING. Cheating of any kind, to include plagiarism, is a violation of the Honor Concept. See NAPSINST 1610.2 (Series).

907. EVENING STUDY

a. Evening study will be conducted Sunday through Thursday from 1900-2145.

b. Midshipman Candidates may study at their own desks in Ripley Hall, in a Supplemental Instructor's office, in the Academic Center, or in rooms designated by NAPS staff for that purpose. Guidelines which outline timetables for who may study in which venue and at what time will be published separately.

(1) Midshipman Candidates shall be studying in one of these spaces by 1900. The only exception to remaining in a study environment is for verified emergencies (fire alarms, etc.).

(2) Midshipman Candidates shall be quiet during this period, maintaining a library atmosphere. Midshipman Candidates may ask each other questions of an academic nature in a low voice, inside a room.

c. Group study may be conducted in conference rooms in Ripley Hall, designated study rooms, or the Academic Center. Personnel in these groups will speak in low tones so they do not disturb others.

d. NAPS issued computers are authorized only for academic work during evening study. Non-academic web use, chat and non-academic e-mails are prohibited during evening study. Midshipman Candidates may listen to music using headphones if the volume is low enough not to disturb others.

e. During evening study, Midshipman Candidates shall wear the Uniform of the Day, PEP gear, or NAPS wind suits with sneakers in either Ripley or Perry Hall. For business anywhere else during evening study, Midshipman Candidates shall be in the Uniform of the Day. Midshipman Candidates are not authorized to wear any other attire during evening study, with the following exceptions:

(1) Midshipman Candidates returning from movement orders or medical appointments may quickly shower and change upon their return.

(2) Midshipman Candidates returning from weeknight liberty shall change into approved evening study apparel.

f. Doors to Midshipman Candidate rooms shall remain fully open and closet doors closed at all times during study period.

g. Midshipman Candidates will remain in Ripley Hall, the Academic Center, or designated study rooms during evening study hours unless otherwise authorized by instructors or the CDO.

h. All Midshipman Candidate activities and discussion during evening study will be academic. The following are prohibited:

(1) Loitering in passageways, vending areas, lounge areas, laundry areas.

(2) Ironing uniforms.

(3) Watching of videos/movies or playing of games unless in a liberty status and then must not disturb the studying of other Midshipman Candidates.

i. Travel to and from study locations should be minimized.

j. Midshipman Candidates authorized evening liberty may exit Ripley Hall no earlier than 1800 and return no later than 2145.

k. The NAPS CDO may impose additional restrictions if Midshipman Candidates fail to maintain a quiet study atmosphere.

l. Midshipman Candidates will not use tobacco during evening study.

908. EXTRA INSTRUCTION

a. Extra Instruction (EI) is a session of supplemental instruction, not an extra lecture.

b. The Midshipman Candidate's primary source for EI is his/her instructor. If that instructor is not available, Midshipman Candidates may also seek EI from other instructors, the supplemental instructors, or tutors in the discipline. Midshipman Candidates in academic difficulty should not rely solely on assistance available from other helpful Midshipman Candidates.

c. Instructors typically conduct EI in their offices, the Perry Hall Academic Center, or academic classrooms. Instructors will determine whether Midshipman Candidates have prepared properly to receive EI and may reschedule EI accordingly.

d. The UOD is required to be worn for EI.

909. GENERAL COMPUTER REGULATIONS

a. Address all computer, monitor, and printer maintenance, or supply issues via the appropriate form accessed through the PC Repair icon in the application window. This policy pertains to equipment in the classrooms, Academic Center, and Midshipman Candidate computer rooms as well as the computers in the Midshipman Candidates' rooms.

b. Computer equipment will be plugged into a surge suppressor at all times.

c. Midshipman Candidates are required to check their NAPS e-mail account regularly and will use their NAPS address as their primary account for communications within the command. Every student is required to check their account at least once between 1900-2200.

d. Laptops may not be connected to the NAPS system. Midshipman Candidates will not unplug the NAPS issued computers.

e. See NAPSINST 2300.1 (Series) for specific computer use policies.

#### 910. PRINTER ROOMS

a. Ripley Hall printer rooms are open and available for use between reveille and taps.

b. Printer room regulations include:

(1) At all times, class assignments have priority over recreation.

(2) If a printer is not functioning properly, Midshipman Candidates are not authorized to make repairs. Put a "DO NOT USE" sign on the equipment, and notify the Information Technology Department via the appropriate form accessed through the PC Repair icon in the application window.

(3) Prior to departure, each user will police the entire room and remove or properly dispose of all refuse, textbooks, etc.

#### 911. MIDSHIPMAN CANDIDATE ACADEMIC PREPARATION AND PARTICIPATION

a. Preparation and Submission of Academic Work. The term "academic course work" as used herein includes examinations, tests, quizzes, laboratory reports, essays (drafts as well as final versions), journals, portfolios, projects, textbook homework, computer homework, assigned reading, and associated exercises.

(1) All academic course work submitted will be a Midshipman Candidate's own except for that collaboration which is specifically permitted by an instructor.

(2) Undocumented collaboration and plagiarism violates the Honor Concept. Questions regarding how to collaborate appropriately should be addressed to the instructor.

#### b. Responsibilities in Class

(1) Midshipman Candidates are responsible for all assigned material and any previously covered material. This includes material missed because of athletics, extracurricular activities, illness, or

personal emergency. The Midshipman Candidate is responsible for ascertaining what materials he/she missed, for learning those concepts, and for verifying assignments. The Midshipman Candidate should request EI, vice class time, to discuss questions regarding missed material.

(2) Midshipman Candidates will complete all assignments. Midshipman Candidates will arrive on time to class with all appropriate materials as directed by their instructor.

(3) Proper decorum and military courtesy will always be maintained in the classroom, including, but not limited to, uniform appearance and use of appropriate language.

(4) Tobacco, food products (unless brought by an instructor), cell phones (see 309.g for details) and non-academic electronic devices are prohibited in classrooms, laboratories, extra instruction rooms, the Academic Center. Midshipman Candidates may bring closed water containers to the beginning of class. Midshipman Candidates are not authorized to exit the class and return with beverages of any kind.

(5) Head calls should be taken care of prior to the beginning of a class period or during break periods. Instructors may provide appropriate guidance for each class concerning the execution of head calls during class time.

(6) Midshipman Candidates will not idly lounge in Perry Hall. This includes, but is not limited to, sleeping in empty classrooms or sitting in passageways.

c. Academic Responsibilities

(1) Midshipman Candidates will seek needed extra instruction from faculty members. One must properly prepare for extra instruction by, at a minimum, reading pertinent assignments, attempting assigned homework and preparing specific questions for the instructor.

(2) Midshipman Candidates will seek needed counseling on learning skills or, when academically deficient, revise learning skills to ensure academic success.

(3) Midshipman Candidates are responsible for adhering to software and intellectual rights as stated in the USNA Computer Services Newsletter.

(a) Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

(b) Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, will be reported via Honor Concept procedures. All material referenced or quoted in any work submitted by a Midshipman Candidate must be cited appropriately.

912. STANDARDS OF CONDUCT

a. Instructors will treat Midshipman Candidates with dignity, courtesy and respect. Midshipman Candidates will report perceived maltreatment to their Military Chain of Command or the instructor's supervisor.

b. Midshipman Candidates will treat all instructors with dignity, courtesy and respect. If classroom management attempts have failed to influence a positive learning environment, instructors will report disciplinary violations to their respective Company Officer or their Division Supervisor.



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**CHAPTER 10****RECORD REVIEW AND PERFORMANCE BOARD**1001. RECORD REVIEW

a. Purpose. To review the records of Midshipman Candidates who are deficient in academics, physical fitness or conduct, in order to recommend to the Commanding Officer retention under probation or referral to the Performance Board for further review. Any Midshipman Candidate identified as deficient is at risk of failure to complete the NAPS program. Midshipman Candidates cannot expect a formal board to be their 'wake-up call' in order to get serious. Reviews are convened to consider academic, physical fitness or conduct deficiencies, with the recommendations forwarded to the Commanding Officer for retention or referral to a Performance Board.

b. Membership

(1) The members of the Record Review panel are:

- (a) Academic Dean, Chair
- (b) Assistant Athletic Director
- (c) Battalion Staff Representative
- (d) English Supervisor (Academic Record Review only)
- (e) Mathematics Supervisor (Academic Record Review only)
- (f) Chemistry Supervisor (Academic Record Review only)
- (g) Physics Supervisor (Academic Record Review only)

(2) The Company Officer or representative will be present to provide a report on factors impacting the Midshipman Candidate's performance, i.e., medical and personal issues, conduct issues, etc.

(3) If applicable, the Midshipman Candidate's athletic coaches will be present to provide a report as well. In all cases, current PRT status and a summary of medical limitations, will be provided.

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c. Meeting. Record Review will occur at the end of each grade report period. The Battalion Officer, Academic Dean or Athletic Director, may also call a review at any time that they deem necessary.

d. Deficiencies. Midshipman Candidates whose performance fall within any of the categories listed below are deficient. Students who meet any of the first three conditions below are assigned the status of Academic Probation. The Record Review can only result in a recommendation for retention or a referral to a Performance Board for further review (i.e., to consider dismissal). The panel members will provide specific direction regarding how Midshipman Candidates can improve their learning skills, study habits and academic, athletic and conduct performance. For Midshipman Candidates on any type of probation from a previous Record Review, the current review will assess whether significant improvement has occurred since the previous review and how well Midshipman Candidates incorporated the counsel/direction given. Midshipman Candidates placed on probation will remain on probation until the end of the next report period. Reasons that a Midshipman Candidate's records may be reviewed are as follows:

(1) Failing a course or incomplete in the most recent report period.

(2) TQPA less than 2.200 in the most recent midterm or marking period.

(3) CQPA less than 2.200 at the most recent midterm or marking period.

(4) A significant decline in the QPA.

(5) Physical Readiness Deficiency.

(6) Conduct deficiency.

(7) Honor violation.

(8) Military Aptitude Deficiency (based on Aptitude grade and qualities becoming of a future Naval officer.)

(9) Failing to fulfill any condition prescribed during a previous Record Review.

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e. Record Review Policy. The Record Review panel will examine the record of those Midshipman Candidates directed for review and, guided by the mission of the NAPS, will consider two questions in each case:

(1) Is there reasonable evidence that this Midshipman Candidate will be able to meet the academic, physical and conduct requirements for NAPS?

(2) Is there reasonable evidence that this Midshipman Candidate has the academic, physical and military aptitude needed to become a Midshipman at the Naval Academy?

f. Procedure

(1) Midshipman Candidates subject to a Record Review should meet with their academic advisor, Company Officer, and/or athletic coach, after obtaining their grade reports. Each may provide a written statement to the Record Review panel.

(2) The convening date will generally be within a week of the announcement of grades.

(3) At the discretion of the Academic Dean, any interested staff member may attend an open session.

(4) Midshipman Candidates will not always be required to be present at the Record Review. However, the Academic Dean may request a specific Midshipman Candidate to be present during his/her Record Review as necessary.

(5) The Record Review panel generally deliberates and votes in open session. The Academic Dean however, may require a closed session at any time. Each member will have a reasonable opportunity for the expression of views on a question before the Academic Dean calls for a vote. Every member present shall vote unless excused by the Chair.

(6) The Academic Dean will convey the results of the Record Review to each Midshipman Candidate reviewed.

(7) At the end of the next grading period, the Academic Dean will remove from probation Midshipman Candidates who no longer meet the conditions of paragraph 1001.d.

g. Summary. Midshipman Candidates having identified performance deficiencies should realize that motivation and effort

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have a bearing upon the decision for retention or referral to the Performance Board. If the Record Review panel members feel that there is enough evidence to suggest a reasonable hope for successful completion of the academic program at NAPS, they can recommend retention. A good attitude, strong motivation and determined effort are valuable assets; a lack of those qualities is a decided detriment.

#### 1002. PERFORMANCE BOARD

a. Purpose. Only the Commanding Officer has the authority to convene a Performance Board in order to review the military, physical and academic aptitude of Midshipman Candidates who are performing below accepted standards in any of the three areas and where remediation has failed to improve performance. Therefore the purpose of a Performance Board is to consider dismissal or retention of the deficient Midshipman Candidate at NAPS.

b. Background. The duties and precedence for the NAPS' Performance Boards are derived from USNAINST 5420.24G.

#### c. Composition of the Performance Board

(1) The Performance Board will consist of the Commanding Officer and permanent voting members including the Battalion Officer, Academic Dean, Athletic Director, and the Command Senior Enlisted Advisor. The CMEO is a non-voting observer.

(a) Representatives of permanent members. Should the event occur that a permanent member of the board is unable to participate, a representative member of the department may serve as a voting member in the absence of the principal, with approval from the Commanding Officer.

(b) Additional members. The Commanding Officer may also appoint additional board-voting members from the NAPS staff. Additional members designated by the Commanding Officer are meant to broaden the board membership in order to assure an equitable representation of specialties.

(2) Presiding Officer. The Commanding Officer is the Presiding Officer on all matters before the Performance Board. The Commanding Officer may designate a Presiding Officer in his absence, normally the Executive Officer.

(3) Chairman of the Performance Board. The Chairman of the Performance Board is the Battalion Officer. This position

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runs the board, calls for votes, and communicates recommendations to the Presiding Officer.

(4) Secretary. The Secretary will be the NAPS Registrar and is responsible for recording the minutes of the Performance Board.

(5) The following individuals or their representatives will be present to assist the Performance Board:

(a) Company Officer and Senior Enlisted Leader

(b) Athletic Supervisor/Coach

(c) Representative command staff member to speak on the Midshipman Candidate's behalf if desired by Midshipman Candidate. The presiding officer may limit the number of members to speak on behalf of the Midshipman Candidate in the interest of time.

d. Duties and Responsibilities of the Performance Board. The duties and responsibilities of the Performance Board are as follows:

(1) Act on all cases of academic deficiency. Unless the Performance Board recommends otherwise, Midshipman Candidates found deficient at the end of a specified Mid Term or Marking Period and referred by the Record Review or Battalion Officer will be recommended for involuntary disenrollment from NAPS.

(2) Recommend minimum standards of proficiency in all areas for graduation.

(3) Act on all cases of professional military training deficiency referred by the Record Review or Battalion Officer.

(4) Act on all cases of physical readiness deficiency referred by the Record Review of Battalion Officer.

e. Policy. Cases with recommendations of involuntary disenrollment will be signed by the Commanding Officer and sent to the Superintendent of the U.S. Naval Academy for approval. All other cases will remain within NAPS for action.

(1) In considering each case of deficiency, the Performance Board is guided by the mission of NAPS and must answer two basic questions:

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(a) Is there reasonable evidence that the Midshipman Candidate will be able to develop and or meet the military aptitude, physical and academic requirements for graduation from the Naval Academy Preparatory School?

(b) Is there reasonable evidence that this Midshipman Candidate has the attitude and aptitude needed to become a Midshipman?

(2) Performance Boards will be convened at periodic times during the academic year and can be convened at the discretion of the Commanding Officer to address deficiencies for specific Midshipman Candidates.

f. Procedures. Performance Board procedures are designed to ensure efficiency in the board process and ensure that each Midshipman Candidate, whose case is reviewed, is provided adequate consideration for retention or dismissal from NAPS.

(1) Performance Review

(a) A Performance Board will normally convene upon a deficient finding of a Record Review.

(b) A Performance Board may convene without a deficient finding of a Record Review, in such cases in which military aptitude and/or the physical condition of the Midshipman Candidate indicates an inability to successfully complete the NAPS program and/or meet the Naval Academy's entrance requirements.

(c) Performance Review Boards. Performance Boards can be scheduled at any time, upon the direction of the Commanding Officer. Additionally, a Record Review can refer Midshipman Candidates to a Performance Board, upon the approval of the Commanding Officer.

(2) Requirements of the staff prior to convening of the board:

(a) Battalion Officer. Upon the decision for a Performance Board, the Battalion Officer will:

1. Notify the respective Company Officer and Senior Enlisted Leader of the Midshipman Candidate selected to appear.

2. Notify required staff to appear at the board.

3. Ensure all conduct, academic, and physical training records are updated prior to the convening of the board

4. Notify the Commanding Officer of the Performance Board member substitutions.

5. Notify required staff of the board schedule and order of appearance.

(b) Academic Dean:

1. Ensure academic records are updated.

2. Notify the Battalion Officer prior to the board convening if unable to participate in the Performance Board.

(c) Athletic Director:

1. Ensure the physical readiness test (PRT) records are updated.

2. Notify the Battalion Officer prior to the board convening if unable to participate in the Performance Board.

(d) Company Officer:

1. Notify Midshipman Candidates a minimum of 24 hours ahead of their requirement to appear before the Performance Board. For Midshipman Candidates, the uniform for the board appearance is Service Dress Blues, with ribbons and nametag.

2. Coordinate with the Battalion Officer on Midshipman Candidate requests for staff representation at the Performance Board.

3. Ensure any written statement/evidence the Midshipman Candidate requests to present to the board is made available to the board members, prior to the convening of the board.

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4. Ensure all Conduct/Honor records of the Midshipman Candidate are updated prior to the convening of the board.

(e) NAPS Registrar:

1. Ensure the Commanding Officer's conference room is set-up prior to convening of the Performance Board.

2. Serve as Board Secretary.

(3) Conduct of the Performance Board:

(a) Board Chairman will call the Performance Board to order and briefly introduce the case of the individual Midshipman Candidates, to the Presiding Officer.

(b) Board members will briefly introduce the specifics of the Midshipman Candidate's deficiencies to the Chairman of the Board.

(c) Board Chairman will call the individual Midshipman Candidate into the board room along with their Company Officer and/or representing staff member.

(d) The Board Chairman will give the opening statement, followed by the board members questions, excluding the Presiding Officer, unless he/she so chooses to interject.

(e) The Midshipman Candidate will provide a closing statement and then be excused from the presence of the board, while the vote is being placed.

(f) The Performance Board will be brought to a vote to recommend retention under probation or dismissal of the Midshipman Candidate.

(g) The Midshipman Candidate will be personally notified of the Commanding Officer's decision, and made aware of their rights to appeal (if applicable), if he or she so chooses.

(4) Midshipman Candidate Requirements. Midshipman Candidates appearing before a Performance Board will:

(a) Be given a minimum of 24 hours to prepare for an appearance before the Performance Board. This notification will



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normally be made by the Academic Dean and reinforced via the respective Company Officer.

(b) Be allowed to examine or be provided a copy of all materials to be considered by the Performance Board.

(c) Be entitled to present any facts on his/her own behalf, including documentary evidence and written statements of third parties, and oral statements of witnesses concerning his/her performance.

(d) Be allowed to have character witnesses present to speak on his/her behalf in person at the Performance Board. The witnesses must be members of the NAPS staff.

(e) Be given the final decision of the Performance Board in person by a representative designated by the Commanding Officer.

(f) Unofficial observers are not permitted to attend the Performance Board.

(5) Voting:

(a) The decision to recommend retention or disenrollment will be based on the majority of the vote from the board.

(b) The Commanding Officer is a non-voting member.

(c) The Commanding Officer has the authority to approve/disapprove a recommendation of the Performance Board.

(d) Votes will be cast by ballot unless otherwise agreed to unanimously by the members present, in which case the vote will be as directed by Board Chairman.

(6) Minutes of the Performance Board. The minutes will list the members present and contain a record of the decisions of the Performance Board. Members of the board are entitled to have their views incorporated in the minutes in abbreviated or verbatim form, if specifically requested. The minutes will be submitted to the Board Chairman for approval.

(7) Actions after the Performance Board:

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(a) If the decision is made to retain a Midshipman Candidate, the members of the board will be responsible for placing that Midshipman Candidate on PERFORMANCE PROBATION, and defining the stipulations of that probationary status.

(b) If the decision is made to recommend disenrollment, the Midshipman Candidate has the right to appeal the decision of Performance Board.

(8) Appeal Procedures:

(a) The appellate authority for the decision of the Performance Board is the Superintendent of the U. S. Naval Academy.

(b) If the decision of the Midshipman Candidate is to appeal, that appeal must be made in writing within 5 days from notification of the decision of the Performance Board to the Superintendent via the Commanding Officer (only statements from Midshipman Candidates and the NAPS staff may be included). If it is an appeal of a recommended dismissal, then the Midshipman Candidate has five working days to submit appeal.

(c) If the Midshipman Candidate declines to appeal, he or she will be immediately placed in a disenrolled status and removed from the battalion and assigned the NAPS headquarters department for out-processing.

(d) If the Midshipman Candidate appeals, he or she will remain in the battalion until that appeal has been reviewed by the Superintendent and a decision is reached. If the decision is made to disenroll, the Midshipman Candidate will be placed in a disenrolled status and removed from the battalion and assigned the NAPS headquarters department for out-processing.

(9) Failure to meet the Performance Board's directives on remediation during the probationary period could result in the immediate, involuntary disenrollment of the Midshipman Candidate from the NAPS program.

## CHAPTER 11

### ATHLETICS, PHYSICAL EDUCATION AND EXTRA CURRICULAR ACTIVITIES

1101. PHYSICAL READINESS. Physical readiness is a key component of NAPS' mission, "to enhance Midshipman Candidates' moral, mental and physical foundations." Becoming tomorrow's military leaders of character, it is essential for today's Midshipman Candidate to readily assume the demanding responsibilities associated with the defense of our nation. Mission readiness and operational effectiveness are built on the physical fitness of each individual. Naval Officers who are not physically fit simply cannot be effective leaders. Physical fitness results in the mental alertness and physical stamina demanded of those who lead men and women in the naval service.

#### a. Policy

(1) Midshipman Candidates shall establish a personal fitness program of regular exercise that ensures a high level of personal physical readiness. This program is designed to improve cardio respiratory fitness; muscular strength, endurance and flexibility and maintain proper body composition.

(2) The Athletics Department administers the battalion wide PRT four times during the year; INDOC, MP1, MP2 and MP3. The PRT is mandatory for all Midshipman Candidates unless excused by medical chit. Midshipman Candidates in the medical category may be evaluated for fitness for duty depending on their injury. The official PRT's are scheduled Battalion events.

(3) Midshipman Candidates who repeatedly fail to meet the physical readiness standards of NAPS by failing multiple PRTs are subject to referral to the Performance Board (PB). Any Midshipman Candidate whose PRT is incomplete for the current trimester and has an unremediated PRT failure from a previous PRT, or any Midshipman Candidate whose PRT is incomplete for two consecutive PRTs, may be referred to the PB regardless of medical condition. Midshipman Candidates not meeting the PRT standards will not receive Commanding Officer's recommendation to attend USNA.

#### b. Action

(1) Company Officers and SELs shall ensure Midshipman Candidates adhere to the provisions outlined in this instruction.

(2) Athletics Department and military staff will establish and administer a physical fitness remedial training program that is comprehensive, effective, and documented.

(3) The Athletic Director will:

(a) Administer the PRT.

(b) Ensure the Athletics Staff is available to assist and provide guidance to Midshipman Candidates seeking to develop and/or maintain a safe effective physical fitness program.

(c) Maintain control and oversee all aspects of the PRT.

(d) Review PRT instructions, standards, policies and procedures and recommend revision, when appropriate.

1102. BODY-FAT TESTING. Body-fat measuring is conducted prior to official PRTs in accordance with OPNAVIST 6110.1. All male Midshipman Candidates over 22% body-fat and female Midshipman Candidates over 33% body-fat are required to complete body-fat testing weekly. Midshipman Candidates are expected to meet USNA admission standards (25% for males and 35% for females) prior to NAPS graduation. Midshipman Candidates not meeting body-fat standards will not receive Commanding Officer's recommendation to attend USNA.

1103. ATHLETIC SPORTS TEAMS. All Midshipman Candidates are encouraged to participate in Varsity Athletics. Fielding a varsity athletic team for any sport is contingent upon adequate participation levels.

<u>Fall (Aug-Nov)</u>	<u>Winter (Nov-Feb)</u>	<u>Spring (Feb-May)</u>
Football	Women's Basketball	Outdoor Track
Cross Country	Wrestling	Lacrosse
Lacrosse	Indoor Track	
	Men's Basketball	

\*Lacrosse will be In-Season for approximately 6 weeks in the Fall. Contests for Lacrosse will be held so as to not interfere with other Fall Sports listed above.

1104. SCHEDULES. Schedules are prepared by the Athletic Director and forwarded to the Commanding Officer for approval.

1105. MOVEMENT ORDERS. Any athletic event or extracurricular activity that requires Midshipman Candidates to leave the base and deviate from the normal plan of the day requires an approved movement order. Movement orders must be submitted to the Battalion Officer one week (7 days) prior to the event. Any change to an approved movement order must be made through the Battalion Officer, (see Figure 11-A).

1106. CLUB SPORTS/EXTRACURRICULAR ACTIVITIES. The extracurricular activities (ECAs) offered at NAPS are intended to provide recreation and to encourage interest and develop talents in areas generally beyond the realm of academic and military objectives of the school.

a. New clubs or activities may be formed by routing a special request chit via a NAPS staff sponsor to the Executive Officer. If the club involves a sport, then request must be routed through Athletic Director. The Commanding Officer is the final approving authority.

b. New clubs/activities must provide the following information for movement orders:

- (1) Name and cell phone of NAPS sponsor
- (2) Schedule of events
- (3) Transportation requirements
- (4) Roster with alpha codes and cell phone numbers
- (5) Address and contact information of event.

c. Participation in an ECA is open to all Midshipman Candidates. However, any Midshipman Candidate on Academic Probation must submit a request for participation.

1107. VARSITY ATHLETIC TEAM ROSTERS. Each varsity sport shall maintain a current team roster throughout the academic year. This roster must be initially approved by the Athletic Director. Any changes to team rosters must be approved by the Athletic Director.

DDMMYY

**MEMORANDUM**

From: (requesting authority)  
To: Executive Officer, Naval Academy Preparatory School  
Via: Athletic Director

Subj: MOVEMENT ORDER ICO (Event listed here)

The following information is provided in support of a Movement Order.

Mode of Transportation:	Type of (Charter, Base van, NAPS van)
Destination:	
POC:	
Cell:	
Date of Event:	
Location of Event:	Name and Address of Event
Movement Order Begins:	Time and date
Movement Order Ends:	Time and date
Reason for Movement Order:	

**Staff:**

**Midshipman Candidates:**

- |                  |                 |
|------------------|-----------------|
| 1. Last Name, FI | Company/Platoon |
| 2. Last Name, FI | Company/Platoon |
| 3. Last Name, FI | Company/Platoon |

**NOTES:**

Box Lunch Pick up:  
Cell Phone:  
Total Personnel: # Total (#Staff, # Midshipman Candidates)

(Signature)  
(Title)

Notes: Requesting authorities must route movement orders through their chain of command. Movement orders circumventing the chain of command, and sent directly to the XO will not be processed. Movement orders will only be processed if they list the Midshipman Candidates by Last Name, First Initial and Alpha Code. All movement orders will be routed to the supply officer for processing prior to the Executive Officer's approval. The Executive Officer is the approving authority for all movement orders.

Figure 11-A

CHAPTER 12

**AWARDS AND COMMENDATIONS**

1201. GENERAL. Throughout the academic year, the Naval Academy Preparatory School (NAPS) presents to Midshipman Candidates a number of awards and commendations in recognition of meritorious performance and outstanding accomplishments in various areas.

1202. THE DAUGHTERS OF THE AMERICAN REVOLUTION AWARD FOR CITIZENSHIP

a. This award is presented by the Daughters of the American Revolution at the Graduation Ceremony.

b. It is presented annually to a Midshipman Candidate who has best demonstrated outstanding citizenship, caring, community service, sportsmanship, and/or contributed to the good reputation and morale of NAPS.

c. Nomination and selection of the award winner is based on voting by the staff. The Commanding Officer has final approval of the award winner.

d. The award is a gift certificate to The Midshipmen's Store at the Naval Academy.

1203. THE NAVY LEAGUE OF NEWPORT AWARD

a. This award is presented by the Navy League of Newport.

b. It is an annual award presented to a Midshipman Candidate who has maintained an outstanding record of scholastic achievement, who embodies the highest service to humanity and who has accepted an appointment to the United States Naval Academy.

c. Nomination and selection of the award winner is based on voting by the staff. The Commanding Officer has final approval of the award winner.

d. The award consists of a watch.

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1204. ACADEMIC EXCELLENCE AWARDS

a. The United States Naval Academy (USNA) annually presents an award to each of the four Midshipman Candidates who have demonstrated high achievement in the areas of English, Mathematics, Chemistry and Physics.

b. Final selection from the Midshipman Candidates nominated is made by the Dean of Academics with the approval of the Commanding Officer.

c. The English, Mathematics, Physics and Chemistry award recipients receive a gift certificate to the Midshipmen's Store at the Naval Academy.

1205. THE VICE ADMIRAL FRANK DONOVAN OUTSTANDING SCHOLAR AWARD

a. The Naval Academy annually presents an award to an outstanding Midshipman Candidate as determined by CQPA.

b. The award is a gift certificate to the Midshipmen's Store at the Naval Academy.

1206. MICHAEL P. DERUSSO AWARD FOR MILITARY EXCELLENCE

a. The Naval Academy annually presents an award to a Midshipman Candidate displaying outstanding military performance and traits. The award is given in commemoration of the superior leadership qualities and personal character traits displayed by Captain Michael P. Derusso, USN.

b. Nomination is made by Midshipman Candidates and military staff, and is based on military performance during the school year. The Commanding Officer has final approval of the award winner.

c. The award is an officer's sword.

1207. RHODE ISLAND CHAPTER, NAVAL ACADEMY ALUMNI ASSOCIATION MOST IMPROVED AWARD

a. The Naval Academy Preparatory School Commanding Officer annually presents an award to a Midshipman Candidate with the most improved CQPA.

b. Nomination and selection is made by all staff members. The Commanding Officer has final approval of the award winner.



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c. The award is a gift certificate to the Midshipmen's Store at the Naval Academy.

1208. USNA SUPERINTENDENT'S AWARD

a. The United States Naval Academy annually presents an award to a Midshipman Candidate who has maintained an outstanding record of scholastic achievement, who embodies the highest service to humanity and who has accepted an appointment to the U.S. Naval Academy.

b. The award is an officer's sword.

1209. MARINE CORPS ASSOCIATION AWARD

a. The Marine Corps Association annually presents an award to the Midshipman Candidate displaying outstanding military, academic, and athletic performance.

b. The award is a plaque.

1210. IRON MIKE/IRON MICHELLE

a. The Iron Mike and Iron Michelle Awards are presented to the male and female Midshipman Candidates who have the best overall PRT average for the academic year.

b. The award for the overall Iron Mike/Iron Michelle is a K-Bar knife mounted on a plaque.

c. Additionally, at the end of each marking period the Iron Mike and Iron Michelle Awards are presented to the male and female Midshipman Candidates who have the best overall Physical Readiness Test (PRT) score for the marking period.

1211. ACADEMIC TRIMESTER AWARDS. In each marking period the NAPS academic division supervisors present certificates to the four Midshipman Candidates who have demonstrated exceptional performance in the areas of English, Mathematics, Chemistry or Physics. The Midshipman Candidate must have at least a 2.2 MPQPA for the specified Marking Period and possess a Conduct grade of "A" or "B" to be eligible for the award.

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1212. COLOR COMPETITION

a. Color Competition is an inter-platoon competition designed to foster teamwork, camaraderie and healthy unit competition within the NAPS Battalion.

b. The platoon and company attaining the highest overall average in military, academic and physical mission are designated Color Company and Color Platoon.

c. Color Competition results for the indoctrination phase of training and each trimester thereafter, are announced at the Marking Period Awards Ceremony. Reward must be redeemed during following marking period.

(1) Academic Streamer: Awarded to the platoon with the highest average combined score of TQPA. In the case of a tie, the streamer will go to the platoon with the highest CQPA. The streamer is worn on the platoon guidon. Rewarded one free weekday liberty (Tues-Thurs).

(2) Athletics: Awarded to the platoon with the highest average score on the PRT. In case of a tie, the streamer will go to the winner of the PRT. The streamer is worn on the platoon guidon. Rewarded running at the front of Battalion PT.

(3) Military Bearing: Awarded to the platoon with the highest scores in the personnel and room inspections. In the case of a tie, the streamer will go to the winner of the weekly room inspections. The streamer is worn on platoon guidon. Rewarded track suits for a day.

(4) Drill: Awarded to the platoon with the highest score in drill. The streamer is worn on platoon guidon. Rewarded track suits for a day.

(5) Color Platoon: Awarded to the platoon with the highest combined score in all areas of competition (Academic, Athletics, and Military). Rewarded bowling party during evening study.

(6) Color Company: Awarded to the company with the highest combined score of all competitions (Academic, Athletics and Military). Rewarded Company movie night at Island 10 Cinema during evening study.

1213. PLATOON ROWAN AWARD

a. Background. The Platoon Rowan Award is established to recognize those outstanding individuals in each platoon whose overall performance in each of the marking periods has been exceptional. Midshipman Candidates so recognized will be those who are most representative of the highest standards of the school. In selecting these personnel, emphasis will be placed on maximum or best effort by an individual rather than competitive standing.

b. Criteria for selection:

(1) Personal conduct

(2) Personal appearance

(3) Military performance and citizenship which reflects the highest levels of reliability, integrity, judgment, effort and attitude expected of an outstanding Midshipman Candidate

(4) Meet the physical readiness mission

(5) Satisfactory academic performance that is indicative of achievement at the individual's level of potential

c. At the end of every marking period, the students of each platoon will nominate three of their peers for the Platoon Rowan Award. Each individual's record will be reviewed by the SEL and further recommendations made to the Company Officer for final selection. As a reward, the Rowan Award winner shall wear the Rowan Aiguillette and not stand duty for the next marking period.

NAPSINST 5400.1B  
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